



# CULTIVATING LEADERSHIP AND PROFESSIONALISM

## Succession Planning Worksheet

TASK	CURRENT STAFF	POTENTIAL STAFF	WHAT WOULD IT TAKE?	HOW LONG WOULD IT TAKE?
Initial training				
Review Policies and Procedures				
Writes Policies and Procedures				
Clinical mentoring				
Competency evaluation of new staff				
Staff performance evaluation				
Hiring				
Scheduling				
Leading staff meetings				
Quality assurance & Providing Constructive Feedback				
Teaches Continuing education				
Budgeting				
Fundraising and/or grant writing				
SART attendance				
Strategic planning				