

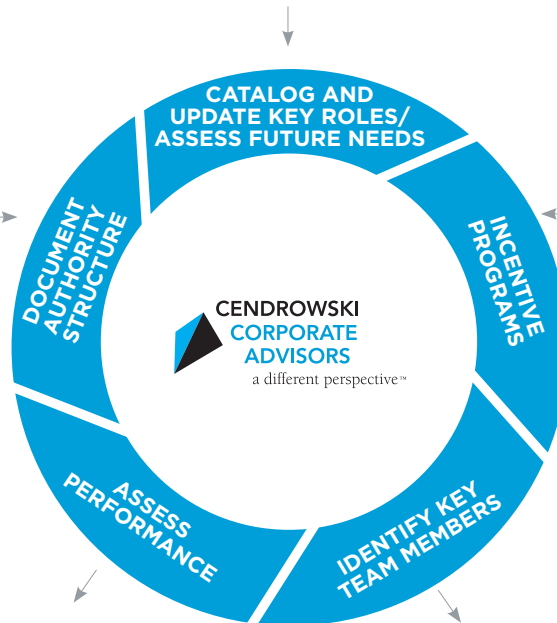
## SUCCESSION PLANNING FLOWCHART

### CATALOG AND UPDATE KEY ROLES/ ASSESS FUTURE NEEDS

As part of the risk management process, key roles and authorities should be identified. The changing business environment may cause a company to enter new markets, or change their operations approach. Additionally, growth may mean the addition of staff or senior positions.

### DOCUMENT AUTHORITY STRUCTURE

Document the key duties and authorities and set the parameters for the role by defining requirements in regards to experience and education.



### INCENTIVE PROGRAMS

Incentive programs need to be in step with development and retention plans. As staff members gain experience and education, they become more attractive to outside entities as well. Incentive programs ensure that high potential staff are retained within the organization.

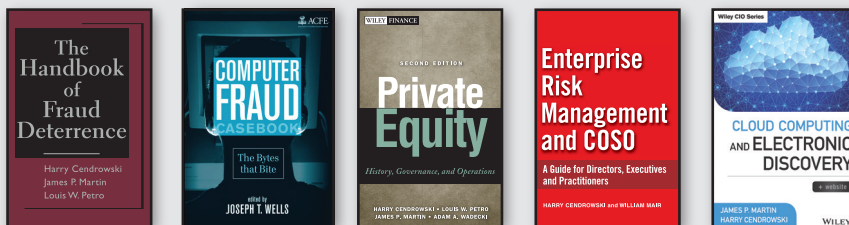
### ASSESS PERFORMANCE

Develop detailed progression plans that define expectations and requirements for the role. Plan to have regular appraisals of the role in order to provide further feedback.

### IDENTIFY KEY TEAM MEMBERS

Identify the operational needs of your organization and assess the capabilities of your key team members.

#### VOLUMES OF DOCUMENTED EXPERTISE BY MEMBERS OF THE CCA TEAM



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