

# Succession Planning Model for State of Alaska Agencies

## Communicate the possible opportunities

Inform employees of anticipated needs  
Tell them what the needed competencies will be  
Explain the steps in this model

## Celebrate Eligibility

Encourage employees to apply for openings  
Use flex-staffing when appropriate to help employees grow  
As employees move up/over, start the process again



## Identify who is interested

Give employees the opportunity to indicate interest  
Allow employees to choose to work thru process  
Clarify that participation is not a guarantee of advancement

## Provide Development Opportunities

Assist employee with finding appropriate activities  
Encourage “out of the classroom” options  
Allow employee time to attend training classes



## Assess Skills/Competencies

Compare future needs to current skills and competencies  
Identify skills that need to be developed  
Managers and employees work together for assessments

## Prepare development plans

With employee, outline specific learning activities  
Include time lines, milestones, measure  
Consult with Management Services for assistance

