

**Leadership Development** refers to any activity that enhances the quality of leadership within an individual or the organization.

**Succession Planning** is an organization's strategic approach to filling critical positions that might otherwise be left vacant due to turnover or retirement. This involves transitioning high-potential employees into new positions through planned leadership development processes and events. A good succession planning process manages the risk of the loss of key positions; assures successful transitions as the organization grows and changes; challenges and rewards talented employees; and increases the retention of superior employees.

1. **Make time for it**--Recognize the importance of leadership development; put it on the radar
2. **Support of the Senior Leadership Team**
3. A **competency based process**– that means you are focusing on the skills and behaviors most associated with success (interpersonal savvy, delegation, motivating others, composure, strategic agility)
4. Should be **aligned with your organization's mission, values, and goals** (customer focus, ethics and values, building effective teams)
5. Ongoing **feedback and coaching**
6. **Individual Development Planning** – written roadmaps for an employee's development
7. **Developmental events** – experiences grow people
8. Incorporate the development process and learning into all aspects of the organization. It's how you do business - from recruitment to retirement - create a learning and **development culture**