

Successor Knowledge Transfer Development Plan

3
Assess Skill Gaps

4
Implement, Monitor, Development Plans

Critical Position:

Potential Successor Name:

Effective Date of Plan:

Instructions:

1. From the Successor Knowledge Transfer Plan, select and transfer the top 4-5 development areas for each potential successor.
2. Include the knowledge transfer strategies, tools, and resources that best capture the transfer of knowledge for each of the development areas.
3. Complete a separate the Successor Knowledge Transfer Development Plan for each potential successor.

Development Area	Transfer Strategy	Target Completion Date	Transfer Measure
1.			
2.			
3.			
4.			
5.			