

sapphire

Manage Risk & Develop Talent With Succession Planning

Your best employees are in demand and some are about to leave your organization.

Succession planning meets this challenge by getting you ahead of the curve. It ensures you have plans in place (& the bench strength to carry them out!) in the event that one of your key people leaves.

It's often said that people are a company's greatest asset. If this is true for your organization then it is absolutely critical that you should be managing the risk of key departures. This means you'll need a clear understanding of employees' capabilities and a defined process to develop, analyze & sign-off on plans to minimize the impact of key departures.

Effective succession planning delivers numerous benefits beyond managing risk. When used proactively it can be a valuable tool to help you retain top talent. Most top employees leave organizations because they believe they will find better opportunities elsewhere. Developing succession plans and then working with your employees to outline probable succession paths



will help them take control of their career within (not without) your organization. They will develop the skills and competencies you have defined that they will need to progress through the organization.

In this way succession planning becomes a critical part of talent management. It enables you to build the bench strength you need to develop a world class workforce. Succession planning not only identifies gaps in your talent pool but also prioritizes the gaps enabling you to focus on the most critical areas. You can then use training, recruiting or some other lever to develop the workforce your organization needs.

Tool Functionality >>>

Position Risk Analysis

Succession Matrix

Organization Charting

Business Unit Readiness

Risk Reporting

Sapphire is a software tool that supports the succession planning process.

It analyzes employees to identify those ready to progress. It identifies risky positions and develops a risk matrix by considering available successors. Analysis & presentation options then support a comprehensive succession planning capability.

Sapphire is built in Microsoft Excel® because it is simple but secure. Your succession plans will contain confidential information. With Excel® this information can be stored like any other confidential file. Some succession planning tools are offered over the web but do you really want the performance information of your CEO's potential successors "floating" around on the internet?

Benefits Overview

Be prepared for key employee departures.

Develop a comprehensive risk management capability by identifying employees & positions of greatest risk for the organization.

Retain top talent and enhance workforce management by clearly outlining probable succession paths.

Focus training, development & recruiting initiatives to develop bench strength in key areas.

Business Unit Matrix Analysis

Business Unit:

Potential Performance Matrix

Top number represents percent of employees.
Lower number represents number of employees.

Potential	High (P1)	Medium (P2)	Low (P3)
High (P1)	6% 1	22% 4	28% 5
Medium (P2)	0% 0	28% 5	11% 2
Low (P3)	0% 0		

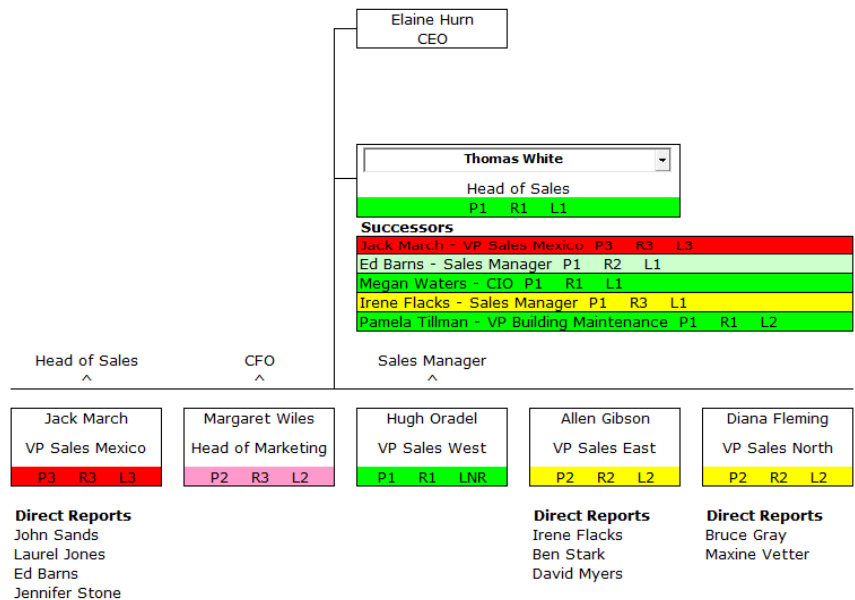
Business Unit Matrix Analysis

Analyze business units across your organization in a standard "Nine Box" format to assess succession readiness.

Succession Planning Organization Chart

View & analyze your options for all positions in your succession plan with an easy to read organization chart.

Succession Planning Organization Chart



Solution Features

Identify critical positions

Identify the factors important to your organization and then assess your succession positions against these factors to determine your most critical positions.

Identify top talent

Rate the people included in your succession plan to determine the top talent within your organization.

Determine riskiest positions

Combine & analyze both your critical positions and top talent to determine the riskiest positions within your organization.

Develop succession matrix

Develop a comprehensive succession matrix outlining the options available for all the positions within your succession plan.

Analyze position & employee details

Assess your succession options in detail by viewing position & employee details and analyzing a "Potential vs. Performance Matrix" for all positions.

Analyze business unit readiness

Analyze talent within each business unit to develop an understanding of succession readiness across your organization.

View succession planning organization chart

Display & analyze your succession options in an easy to read organization chart.

Create risk reports

Create position & employee risk reports to effectively manage succession risk across your organization.

Sapphire . . . by Intellilink

Intellilink improves the productivity of knowledge worker organizations.

Intellilink offers a unique combination of software solutions & management consulting expertise to help organizations improve the operational efficiency & workforce effectiveness of internal service departments such as IT, HR, Finance & Marketing.

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