

## Practical ways to succession plan

The development of staff and enabling them to develop into future managers provides multiple benefits for providers, managers and those embarking on their development journey.

Succession planning is a key part of ensuring services continue to provide well-led, consistent and quality care. It also benefits existing managers, who have more skilled and confident staff to support them.

With a high turnover of managers across the sector, you need to protect your service by developing your emerging talent into future team leaders, care coordinators, deputies, managers and leaders.

This short tool helps you to consider practical ways to succession plan.

<b>Plan ahead</b>	<p>Think who has the potential to be a future manager and what support they need? This will help you to plan the long-term development of staff and start the process to develop them before they become a manager.</p> <p>Look at how other providers succession plan <a href="#">here</a> or learn what new managers did <a href="#">here</a>.</p>
<b>Raise aspirations</b>	<p>Raise aspirations of potential future frontline managers and help them to prepare for the role.</p> <p>It's important that your managers arrive in post with the skills and experience they need to be successful in this position.</p>
<b>Don't leave things to chance</b>	<p>Whilst many services recruit their managers internally, promote staff based on performance and ability rather than length of service.</p> <p>Invest and support in your emerging talent and provide them with a career plan enabling them to progress into new roles, including care management.</p>
<b>Look for talent</b>	<p>Look for people who demonstrate the following</p> <ul style="list-style-type: none"><li>■ Strong communication skills</li><li>■ Professional manner</li><li>■ Well-organised</li><li>■ Self-motivated</li><li>■ Resilient</li><li>■ Lead by example</li><li>■ Strive for perfection</li><li>■ Reflect on own practice</li><li>■ Excel at person centred care</li></ul> <p>Use this <a href="#">checklist</a> to help spot emerging talent.</p>

<p><b>Develop your talent</b></p>	<p>Look for practical ways to develop emerging talent;</p> <ul style="list-style-type: none"> <li>■ Help them learn from others by buddy, shadow or mentor opportunities</li> <li>■ Involve them in the developing others by becoming a subject matter champion, internal trainer or buddying with staff in inductions</li> <li>■ Give them the opportunity to take the lead on a project, management task or the supervision of others</li> <li>■ Enable them to represent your service at outside meetings, networks and career events</li> </ul> <p>Learn more about each of these options <a href="#">here</a>.</p>
<p><b>Help new talent to become qualified</b></p>	<p>Complement growing experience of your emerging talent by offering the opportunities to complete higher levels of learning and development.</p> <ul style="list-style-type: none"> <li>■ <a href="#">Level 3 Diploma in Adult Care</a> – enables staff to become senior care workers or equivalent</li> <li>■ <a href="#">Lead to succeed learning programme</a> – a first step towards care management</li> </ul> <p>Skills for Care’s <a href="#">endorsed learning providers</a> to help your staff to undertake qualifications and learning programmes.</p>
<p><b>Identify future manager potential</b></p>	<p>Your service will benefit from experienced and qualified staff across a range of roles.</p> <p>Succession planning requires you to identify future manager potential. Use this checklist to help.</p>
<p><b>Data Security</b></p>	<p>These practical steps can help you to progress staff to become future frontline managers, including the registered manager.</p> <ul style="list-style-type: none"> <li>■ <a href="#">Manager Induction Standards</a> - understand what managers need to know and do</li> <li>■ <a href="#">Level 4 Certificate</a> – the principles of leadership and management in adult care services</li> <li>■ <a href="#">Level 5 Diploma</a> – the qualification for those wishing to become the registered manager</li> </ul>
<p><b>Nurture new managers</b></p>	<p>Your future managers will need to be nurtured, supported and developed. They will need both the commitment of the organisation and the dedicated time of existing managers.</p>

**Further information and advice about succession plan is available from [www.skillsforcare.org.uk/succession](http://www.skillsforcare.org.uk/succession)**