

Your Boss Just Won the Lottery - Now What?

Rooting Your Library in Succession Planning

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Planning for your departure --

- ▶ **Do you already have a succession plan in place?**
- ▶ **How many do?**
- ▶ **How many don't?**

Why?

What's the need for a succession plan?



The Bus Factor - Your leader or a key employee is suddenly unavailable.

What is Succession Planning?

- ▶ A way of managing change
- ▶ Systematic effort to ensure continuity in key positions...While encouraging individual development (Singer & Griffith)
- ▶ Process of developing talent that exists in the organization for future deployment (Rothwell)
- ▶ Talent management - attracting, developing, retaining and deploying the best people for a particular position. (Rothwell)
- ▶ **Strategy for developing leaders from within the library.**

Key Employee Departure --

- ▶ Does a sudden change like this occur in a vacuum, or is it a smooth transition?
- ▶ How is your library prepared for retirements, layoffs, emergency exit of any key employee?



Silo-ing can damage the planning efforts (withholding/hoarding information)



The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The overall composition is clean and modern, with the text centered on a white background.

**The time to repair the roof is
when the sun is shining.**

- John F. Kennedy

Strategies

- ▶ Library's present conditions
- ▶ Involve staff in development of the plan
- ▶ Review your library's strategic direction
- ▶ Identify job duties and skills, esp. critical ones (manager, department head)
- ▶ Create a skills inventory of your employees
 - ▶ What skills are needed to efficiently run your library?
 - ▶ Which ones can be eliminated?
 - ▶ Which of the needed skills do your employees already have?

Strategies (con't)

- ▶ Identify personnel who express interest in moving forward
- ▶ Training/shadowing
- ▶ Determine what you already have in place for staff development
- ▶ Consider the future:
 - ▶ What skills knowledge, abilities and experiences would you look for to sustain an effective library organization?
 - ▶ How would you write a job description for the library's next generation leader?

Remember:

**The time to repair the roof is when
the sun is shining!**

Resources:

Succession Planning in the Library: Developing Leaders, Managing Change by Paula M. Singer with Gail Griffith

The Talent Management Handbook: Creating a Sustainable Competitive Advantage by Selecting, Developing, and Promoting the Best People, edited by Berger & Berger.

Questions or Comments?

Thank you for coming!

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