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 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

Questions or Comments?

Thank you for coming!

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