



Employee Name: \_\_\_\_\_

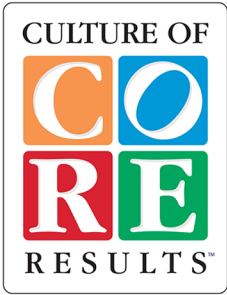
Target Position (if Known): \_\_\_\_\_

## Succession Management 7-Step Process

### 70/20/10 Employee Development Worksheet



	Coach/Mentor Learning (20%)	Formal Learning (10%)	Experiential Learning (70%)	Learning Load
<b>FOCUS 1:</b> <input type="checkbox"/> Position-Specific (Functional/Technical KSAs) <input type="checkbox"/> Domain-General (Non-Technical KSAs   TTDs   Behavioral Drivers) <input type="checkbox"/> Education/Experience Requirements (Degree, Diploma, Certification, Licensure)	<input type="checkbox"/> CML 1 <input type="checkbox"/> CML 2 <input type="checkbox"/> CML 3 <input type="checkbox"/> CML 4 Other: _____	<input type="checkbox"/> FL 1 <input type="checkbox"/> FL 2 <input type="checkbox"/> FL 3 <input type="checkbox"/> FL 4 <input type="checkbox"/> FL 5 Other: _____	<input type="checkbox"/> EL 1 <input type="checkbox"/> EL 2 <input type="checkbox"/> EL 3 <input type="checkbox"/> EL 4 <input type="checkbox"/> EL 5 <input type="checkbox"/> EL 6 <input type="checkbox"/> EL 7 <input type="checkbox"/> EL 8 Other: _____	Low  Moderate  High
<b>FOCUS 2:</b> <input type="checkbox"/> Position-Specific (Functional/Technical KSAs) <input type="checkbox"/> Domain-General (Non-Technical KSAs   TTDs   Behavioral Drivers) <input type="checkbox"/> Education/Experience Requirements (Degree, Diploma, Certification, Licensure)	<input type="checkbox"/> CML 1 <input type="checkbox"/> CML 2 <input type="checkbox"/> CML 3 <input type="checkbox"/> CML 4 Other: _____	<input type="checkbox"/> FL 1 <input type="checkbox"/> FL 2 <input type="checkbox"/> FL 3 <input type="checkbox"/> FL 4 <input type="checkbox"/> FL 5 Other: _____	<input type="checkbox"/> EL 1 <input type="checkbox"/> EL 2 <input type="checkbox"/> EL 3 <input type="checkbox"/> EL 4 <input type="checkbox"/> EL 5 <input type="checkbox"/> EL 6 <input type="checkbox"/> EL 7 <input type="checkbox"/> EL 8 Other: _____	Low  Moderate  High
<b>FOCUS 3:</b> <input type="checkbox"/> Position-Specific (Functional/Technical KSAs) <input type="checkbox"/> Domain-General (Non-Technical KSAs   TTDs   Behavioral Drivers) <input type="checkbox"/> Education/Experience Requirements (Degree, Diploma, Certification, Licensure)	<input type="checkbox"/> CML 1 <input type="checkbox"/> CML 2 <input type="checkbox"/> CML 3 <input type="checkbox"/> CML 4 Other: _____	<input type="checkbox"/> FL 1 <input type="checkbox"/> FL 2 <input type="checkbox"/> FL 3 <input type="checkbox"/> FL 4 <input type="checkbox"/> FL 5 Other: _____	<input type="checkbox"/> EL 1 <input type="checkbox"/> EL 2 <input type="checkbox"/> EL 3 <input type="checkbox"/> EL 4 <input type="checkbox"/> EL 5 <input type="checkbox"/> EL 6 <input type="checkbox"/> EL 7 <input type="checkbox"/> EL 8 Other: _____	Low  Moderate  High
<b>FOCUS 4:</b> <input type="checkbox"/> Position-Specific (Functional/Technical KSAs) <input type="checkbox"/> Domain-General (Non-Technical KSAs   TTDs   Behavioral Drivers) <input type="checkbox"/> Education/Experience Requirements (Degree, Diploma, Certification, Licensure)	<input type="checkbox"/> CML 1 <input type="checkbox"/> CML 2 <input type="checkbox"/> CML 3 <input type="checkbox"/> CML 4 Other: _____	<input type="checkbox"/> FL 1 <input type="checkbox"/> FL 2 <input type="checkbox"/> FL 3 <input type="checkbox"/> FL 4 <input type="checkbox"/> FL 5 Other: _____	<input type="checkbox"/> EL 1 <input type="checkbox"/> EL 2 <input type="checkbox"/> EL 3 <input type="checkbox"/> EL 4 <input type="checkbox"/> EL 5 <input type="checkbox"/> EL 6 <input type="checkbox"/> EL 7 <input type="checkbox"/> EL 8 Other: _____	Low  Moderate  High



70/20/10  
Development



Development Action Plan: Phase \_\_\_\_\_

Employee Name: \_\_\_\_\_

Target Position (if known): \_\_\_\_\_



FOCUS **4** .....

Empty text box for Focus 4

FOCUS **3** .....

Empty text box for Focus 3

FOCUS **2** .....

Empty text box for Focus 2

FOCUS **1** .....

Empty text box for Focus 1

FOCUS **1**

FOCUS **2**

FOCUS **3**

FOCUS **4**

Coach/  
Mentor  
Learning  
(20%)

Horizontal lines for Coach/Mentor Learning in Focus 1

Formal  
Learning  
(10%)

Horizontal lines for Formal Learning in Focus 1

Experiential  
Learning  
(70%)

Horizontal lines for Experiential Learning in Focus 1

Start: \_\_\_\_\_

Finish: \_\_\_\_\_

Horizontal lines for Focus 2

Horizontal lines for Focus 2

Horizontal lines for Focus 2

Start: \_\_\_\_\_

Finish: \_\_\_\_\_

Horizontal lines for Focus 3

Horizontal lines for Focus 3

Horizontal lines for Focus 3

Start: \_\_\_\_\_

Finish: \_\_\_\_\_

Horizontal lines for Focus 4

Horizontal lines for Focus 4

Horizontal lines for Focus 4

Start: \_\_\_\_\_

Finish: \_\_\_\_\_