

SUCCESSION TURNOVER CHECKLIST

If you do not have a digital document to serve as an instructive manual for systems, tasks and the actions to support those, this checklist will serve as a basis to create one. If you have an existing Operations Manual, this list will help you to begin the process of brainstorming with your team to further define what is working well or to find weaknesses.

As you move forward in your transition planning, this document should go deep into each task, who is responsible for executing and I personally suggest live links embedded within to take the reader to the actual forms, documents, location in your electronic drive, or a video associated etc., so that the viewer has a simple way to get acquainted with the documents and have a complete understanding of how to accomplish the directives.

Goals:

- ☐ What are the yearly objectives for the team?
- ☐ What is the cadence for reviewing objectives and goals?
- ☐ What are the yearly current goals?
- ☐ Who is responsible for those objectives and goals?

Time Block Analysis:

- ☐ Look at leadership calendars, determine where time is invested
- ☐ Complete a 15 min time study analysis
- ☐ What meetings do you have daily, weekly, monthly, yearly?
- ☐ What obligations for your attendance or your teams at networking or educational events?

Organization:

- ☐ What does the current organization chart look like?
- ☐ Include all job descriptions
- ☐ What should the future organization chart look like?
- ☐ HR policies and practices?
- ☐ What are their roles and responsibilities
- ☐ How are Performance reviews handled?

People:

- ☐ Is there a diversification of producing agents?
- ☐ When are performance appraisals due?
- ☐ What personnel gaps do you have?
- ☐ Review your team's employee and agent contracts with HR
- ☐ How deep is your talent bench?

References:

- ☐ What reference materials should be included?
- ☐ Which training videos should be linked?
- ☐ Employee handbook

Financials:

- ☐ Include the budget
- ☐ What is the process for agent commission transmissions?
- ☐ Include a link to the monthly and year-to-date P and L
- ☐ Include a 3 year historical of P and L's
- ☐ How are employees paid?
- ☐ Include contracts with active vendors and details on those relationships