**Section 1: Short-Term Succession Plan (Temporary Absences)**

**1. Short-Term Absence Scenario:**

* Describe a potential short-term absence scenario in which you may be temporarily unavailable: "A planned vacation for two weeks during the summer."

**2. Acting Appointment:**

* Suggest a potential acting appointee from your department or team who can step in during your short-term absence: "Sarah Smith, our Assistant Manager in the Publishing team, is a suitable candidate. She has experience and has worked closely with me on various projects."
* Explain how this individual is prepared to handle your responsibilities and decision-making within defined limits: "Sarah is well-versed in our publishing processes, can oversee daily operations, and make decisions within our existing guidelines."

**Section 2: Medium-Term Succession Plan (Extended Absences or Transitions)**

**1. Medium-Term Absence Scenario:**

* Describe a potential medium-term absence scenario in which you may be unavailable for an extended period: "Considering the possibility of an educational sabbatical for six months."

**2. Succession Planning:**

* Suggest how your responsibilities should be managed during your medium-term absence: "I recommend that our Assistant Manager, Sarah Smith, temporarily assume my role and oversee the Publishing and Production team."
* Identify potential successors or interim leaders who could oversee your department or team temporarily: "In the case of a medium-term absence, Sarah is well-equipped to lead the team. We should also consider cross-training other team members to support her during this period."

**Section 3: Long-Term/Permanent Succession Plan**

**1. Long-Term/Permanent Absence Scenario:**

* Describe a potential long-term absence scenario, such as retirement, relocation, or a decision to leave the organization permanently: "A potential scenario is considering early retirement in the next two years."

**2. Transition Planning:**

* Provide recommendations for a seamless transition in the event of your long-term or permanent absence: "In the event of my retirement, it is essential to identify a permanent successor for the Senior Manager role."
* Suggest potential successors or identify the skills and experience required for a permanent replacement in your role: "I believe Sarah Smith is a strong internal candidate for the role. Her experience and dedication make her a suitable successor. Alternatively, we may need to engage an external search firm for broader talent options."

**Section 4: General Comments and Suggestions**

**1. Additional Information:**

* Include any other relevant information, comments, or suggestions related to succession planning or your role's responsibilities: "I believe that developing a clear development plan for potential successors is critical to our long-term success."

**2. Support and Training:**

Indicate any support or training you may need to prepare your team for temporary or permanent succession scenarios: "I would appreciate training resources for Sarah and other team members to ensure a smooth transition during my absence."