

Succession Planning Deliverables

“Achievement” rating review
Coded replacement chart development
Current organization chart review
EEO-AAP other considerations review
Executive unit effectiveness rating review
Expatriate/loaned executive review
Hire date review
Internal labor supply analysis
Job date and prerequisites review
Job primary functions review
Mentoring program review
Organization effectiveness survey review
Organization financial prognosis review
Organization prior dysfunction review
Pay adjustment review
Pay structure review
Pay vs. market pay review
Pay vs. pay scale review
Pension-potential review
"Potential" rating review
Prior unit dysfunction review
Promotion guidelines review
Red/green circle pay review
Review existing career paths
Review of current internal process flow
Review of organization objectives
Supervisor/employee ratio review
Top-bottom prioritization review
Training-development-education review
Turnover review
Unit effectiveness review

Additional and expanded
HR services are tailored
for specific client needs

PHRST
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Succession Planning Assistance



PHRST offers *a la carte* human
resource management through select
Professional Human Resource
Service Teams

Succession Planning Assistance

What Is Needed

Turnover among employees and owners is inevitable and has both positive and negative effects. Prudent managers continually stay abreast of organization status, potential, exiting employees and their replacements. PHRST can create and facilitate succession planning with its proven approach.

State-of-the-Art

PHRST has gained experience and expertise to focus on maximizing succession planning effectiveness. Our process, method and tools quickly highlight strengths and development areas. We apply HR insight to proactively plan succession in a manner which is logical, objective, motivational and compliant with legal and regulatory requirements. We bring into focus current status and set a path for future succession success.



Knowledge, Skill & Ability

Our succession planning team is staffed by human resource specialists and led by certified senior professionals in HR management. We combine a thorough understanding of practices, procedures and professional standards with technical expertise. This enables us to deliver business-focused, real-world suggestions in a final format which you easily install and manage.

When, Where & For How Much

Typically project completion requires 15 work-days. Depending on client need, professionals work at client locations, designated sites or PHRST offices. The basic service fee is \$4,000, comprising a \$2,000 initiation fee and a \$2,000 final charge. Expenses are documented and billed at-cost to clients. At an additional preferred client fee, guidance and service are available around the clock in person, via phone/video conference, by fax and via Internet.



About PHRST

Strategic Human Resource Management

PHRST stands for **P**rofessional **H**uman **R**esource **S**ervice **T**eams. Our service model enables us to provide you with HR experts in all 7 areas of HR:

- Employment Practices
- Management Practices
- Health, Safety & Security
- Compensation & Benefits
- Employee & Labor Relations
- Human Resource Development
- Staffing/Recruitment Practices

PHRST works with clients on an a la carte basis across industries, around the world, for profit or not and regardless of organization size. We service public, private, and government entities, and we are effective at all organization levels. Our approach is client-centered, worksite interaction, where we provide user-friendly, practical approaches intended for prompt and effective implementation. We work 24/7 to meet client needs. Our value and success are built upon best practice insight, sound experience, education and hands-on know-how. Organizations count on **PHRST** for knowledge, skill, ability, ethics and integrity.