

Incumbent ± Planning the Management Transfer

*** *Transfer Within the Family or Transfer to Employees* ***

For each step in the process, you must make a list of the elements that have to be considered and the actions that have to be taken, and you must indicate their respective time frames. Be as detailed and precise as possible. Indicate what you have accomplished so far, and then describe what remains to be done.

Stages in the process	Elements in the plan	Time frame	Already done	Still to do	Person responsible
Establishing the rules and the plan for the transfer	<ol style="list-style-type: none"> 1. Reflect on your needs and expectations. 2. Create a list of selection criteria in accordance with the future needs of the business. 3. Reflect on the mode of operation for the transfer. 				
Supporting and preparing potential successors	<ol style="list-style-type: none"> 1. Determine the gaps between the needs of the business and the skills of the candidates, and then, in collaboration with each of the candidates, create a personal development plan to eliminate these gaps. 2. Transfer your knowledge and your network of contacts. 				
Choosing a successor	<ol style="list-style-type: none"> 1. Choose from among the candidates the one who best meets the needs of the business at the time of the final choice. 				
Transferring management	<ol style="list-style-type: none"> 1. Give up your role as managing director. 2. Your successor progressively takes the reins. 				