

Next Level Professional Development: Navigating the Great Resignation (Panel Discussion)

Key Takeaways

- A proactive approach to succession planning is critical — don't wait until someone is already transitioning off the team before establishing plans. Creating detailed documentation for all of your team's critical processes and establishing redundancies prior to transitions can help ensure everything continues to run smoothly.
 - Create a standardized central location (Dropbox, shared Google Drive folders, etc.) where all critical documents are stored (i.e. not directly on yours or your colleagues' computer only).
- Use transitions as an opportunity to reevaluate your team's workload. Are there any responsibilities that can be outsourced to an external partner? What internal knowledge is at risk of being lost that needs to be documented?
- Advocate for yourself prior to, during, and after any transition. It's important to establish a healthy work/life balance to avoid burnout, and the expectations for everyone's role on the team should be clearly defined and documented.
 - Is the departure of another member of the team a chance to redefine your own role? Is there an opportunity for a promotion to fill a gap?
- If you do leave to pursue another opportunity, do everything you can to set your team up for continued success after your departure.
 - Leave detailed documentation outlining your roles, responsibilities, and key relationships.
 - Be open and honest with your manager about what they'll need to consider when replacing you (e.g., responsibilities you performed outside of what's typical for the role).
 - Set realistic boundaries around what assistance you can offer after your departure (e.g., emails with simple questions might be fine, but you may not be available for midday phone calls or texts).