



Newsletter

Lines of Succession

Who has the authority to make decisions in your department. If you rely on one individual to handle purchasing, they should identify a successor.

It is recommended that you identify a successor for all leadership.

If the department does not have the depth to facilitate a successor, can someone be cross-trained?

Cross-Training

Can be straightforward. Example: Granting others access to websites and accounts you manage.

It can also be as complicated as teaching someone how to create a requisition for hiring.

Tip of the Month



Create a Team of those individuals you would need in the event of a disaster.

Some Examples of a Team:

- Senior Leadership
- Payroll/HR
- IT
- Facilities

Key Resources: New Team

* Name

Purpose

Comment

Add Team Member

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