

**Don Merkes**

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**From:** Jill P. Allen [jpa@cvmic.com]  
**Sent:** Thursday, January 31, 2013 12:22 PM  
**Subject:** CVMIC Training Notice - Succession Planning  
**Attachments:** Training Registration Process.doc



# TRAINING NOTICE!

## Succession Planning *Certificate in Management*

Friday, February 22, 2013  
CVMIC Training Center

and

Thursday, March 7, 2013  
Menasha Public Library

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**This information is being sent to: CVMIC Member Representatives and all Departments**

**Succession planning** is described as having the right people in the right place at the right time. Why be concerned about succession planning? The largest generation in the workforce, the Baby Boomers are beginning to retire in large numbers and the predictions for the future in the public sector are not looking good. It is estimated that over 47 % of government workers are over 45 years of age and that 30% of state and local government employees are currently eligible to retire. By 2010 the United States will have 10 million more jobs than skilled workers to fill them. There is a limited pool of potential employees qualified to replace retirees in the public sector because of past reductions in force or budget cutbacks on training and development opportunities. In this introductory program on succession planning we will discuss the following:

- What is Succession Planning?
- Why be concerned about it?
- How do we sell it?
- What are the key areas to consider when developing a succession plan?
- What are the steps that will have to be followed in developing a succession plan?
- Where do we go from here?

This program is intended to be a highly interactive program. Participants will be asked to share their views, ideas, concerns and general thoughts on succession planning. It is not too late for organizations to develop effective succession plans. The clock however is ticking and if we don't begin the process soon we may be facing very difficult times down the road.

**Target audience:** City Administrators, Human Resource Professionals, Department Heads and any other staff members who may be charged with succession planning in the future.

**Registration:** 8:15 a.m. – 8:30 a.m. (Lite continental breakfast)

**Program:** 8:30 a.m. – 3:30 p.m. (Lunch provided on-site)

**To register for these sessions visit our web site at: [www.cvmic.com](http://www.cvmic.com) and click on the training tab**

*Jill*

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