

Key successor skills and abilities tool

The **Key successor skills and abilities** tool is a reflection guide to help you identify the qualities that you have or the ones you need to acquire.

The purposes of this tool are to help you to:

- recognize the qualities and skills that you possess;
- identify your training needs;
- clarify your vision of leadership;
- identify the leadership qualities that you possess.

Instructions:

1. Step 1: Checkmark the items that best correspond to the qualities you **value** and possess.
2. Step 2: Checkmark the items that best correspond to the qualities you **would like** to develop.
3. Step 3: Based on the information in the preceding tables, write down the skills you will have to **acquire** before assuming the management of the business.

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STEP 1: QUALITIES VALUED

Checkmark the items that best correspond to the qualities you **value** and possess.

<p>PERSONAL QUALITIES AND SKILLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Experience <input type="checkbox"/> Education <input type="checkbox"/> Self-confidence <input type="checkbox"/> Maturity <input type="checkbox"/> Integrity <input type="checkbox"/> Perseverance <input type="checkbox"/> Loyalty <input type="checkbox"/> Honesty 	<p>MANAGEMENT SKILLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Decision-making <input type="checkbox"/> Risk management <input type="checkbox"/> Stress management <input type="checkbox"/> Delegation skills <input type="checkbox"/> Unifier <input type="checkbox"/> Planning and organization <input type="checkbox"/> Support and advice <input type="checkbox"/> Fairness
<p>KNOWLEDGE OF THE BUSINESS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Experience in the business <input type="checkbox"/> Commitment to the business <input type="checkbox"/> Vision of the future of the business 	<p>EMPLOYEE LEADERSHIP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employees have a high opinion of the successor(s) <input type="checkbox"/> Employees listen to the successor(s) <input type="checkbox"/> Employees have respect for the successor(s)
<p>COMMUNITY SPIRIT</p> <ul style="list-style-type: none"> <input type="checkbox"/> I am concerned with the welfare of employees and community members. <input type="checkbox"/> I want to contribute to the economic development of the region. 	<p>LEADERSHIP AMONG FAMILY MEMBERS</p> <ul style="list-style-type: none"> <input type="checkbox"/> The family members have a high opinion of the successor(s). <input type="checkbox"/> The family members listen to the successor(s). <input type="checkbox"/> The family members have respect for the successor(s).

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TECHNICAL SKILLS	ADMINISTRATIVE SKILLS
<p>E.g. milking techniques, insemination techniques, use of various software, equipment maintenance, etc.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor 	<p>E.g. interpretation of financial statements, control of expenses, assessment of production costs, construction project management.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
GENERAL SKILLS	EMOTIONAL INTELLIGENCE
<p>E.g. good problem-solving skills, ability to resolve conflicts.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor 	<p>E.g. controls his emotions, is respectful toward colleagues, manages stress, demonstrates self-control.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

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ÉTAPE 2: DESIRED QUALITIES

Checkmark the items that best correspond to the qualities you **would like** to develop.

PERSONAL QUALITIES AND SKILLS	MANAGEMENT SKILLS
<ul style="list-style-type: none"> <input type="checkbox"/> Experience <input type="checkbox"/> Education <input type="checkbox"/> Self-confidence <input type="checkbox"/> Maturity <input type="checkbox"/> Integrity <input type="checkbox"/> Perseverance <input type="checkbox"/> Loyalty <input type="checkbox"/> Honesty 	<ul style="list-style-type: none"> <input type="checkbox"/> Decision-making <input type="checkbox"/> Risk management <input type="checkbox"/> Stress management <input type="checkbox"/> Delegation skills <input type="checkbox"/> Unifier <input type="checkbox"/> Planning and organization <input type="checkbox"/> Support and advice <input type="checkbox"/> Fairness
KNOWLEDGE OF THE BUSINESS	EMPLOYEE LEADERSHIP
<ul style="list-style-type: none"> <input type="checkbox"/> Experience in the business <input type="checkbox"/> Commitment to the business <input type="checkbox"/> Vision of the future of the business 	<ul style="list-style-type: none"> <input type="checkbox"/> Employees have a high opinion of the successor(s) <input type="checkbox"/> Employees listen to the successor(s) <input type="checkbox"/> Employees have respect for the successor(s)
COMMUNITY SPIRIT	LEADERSHIP AMONG FAMILY MEMBERS
<ul style="list-style-type: none"> <input type="checkbox"/> I am concerned with the welfare of employees and community members. <input type="checkbox"/> I want to contribute to the economic development of the region. 	<ul style="list-style-type: none"> <input type="checkbox"/> The family members have a high opinion of the successor(s). <input type="checkbox"/> The family members listen to the successor(s). <input type="checkbox"/> The family members have respect for the successor(s).

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STEP 3: SKILLS TO BE ACQUIRED

Write down the skills that you will have to **acquire** in order to assume the management role you will play in the business.

LIST OF SKILLS TO ACQUIRE	SCHEDULE FOR ACQUIRING SKILLS
_____	Month _____ Year _____
_____	Month _____ Year _____
_____	Month _____ Year _____
_____	Month _____ Year _____
_____	Month _____ Year _____
_____	Month _____ Year _____
_____	Month _____ Year _____
_____	Month _____ Year _____
_____	Month _____ Year _____
_____	Month _____ Year _____
_____	Month _____ Year _____
_____	Month _____ Year _____
_____	Month _____ Year _____
_____	Month _____ Year _____

Note: Contact a training advisor to help you create your skills development plan.