

# Succession Planning For Fire Service Administrative Professionals

## **10 Steps for Seizing Control of Your Own Succession**

Presented By: Fire Chiefs Rick Marshall and Jeff Clark



# Step 1 – Assume Control of Your Own Destiny

- Everyone has the ability to grow; not everyone wants to
- Accept that growing may mean leaving—that's okay
- Don't let inaction close a future door

## Step 2 – Prepare

- Research jobs of interest and what it takes to be successful in them
- Know what your resume needs to look like
- Don't eat the elephant in one meal
- Let your Boss know about your ambitions
- Seniority, in and of itself, is not preparation

# Step 3 – Find a Mentor

- Have a vision
- Pack your social calendar
- Keep in touch
- Listen
- Make it official
- Reciprocate
- What does this relationship really look like?

# Step 4 – Be Involved & Involve Others

- Look for opportunities to make others successful
- Accept help from others who want to help you
- Involve yourself in Department activities
  - Official and unofficial (if it interests you)

# Step 5 – Embrace Change

- Change is inevitable; grow through it
  - Generational Change – Fire Service Cultural Change
- Be curious—identify and understand changes
- Lead change
- Being a Change Agent
- Change also means **YOU!**

# Step 6 – Support Your Agency

- Loyalty and service build trust
- Be able to identify how you align with the Mission, Vision, and Values
  - Contribute to the development of the Mission, Vision and Values when you have the opportunity
- Be honest with your boss. Don't just tell them what you think they want to hear.
- “The Agency” is not the Fire Chief

# Step 7 – Never Miss an Opportunity

- Opportunities are ways to grow and learn
- Promotional
- Lateral Transfer to a new Division
- Education
- Training & Conferences
- Providing feedback

# Step 8 – Take on Big Assignments

- Personal growth comes through challenge
- Don't be afraid of mistakes, just show what you've learned
- Demonstrating initiative provides you a growth opportunity

# Step 9 – Be Part of the Team

- Be involved and involve others
- Don't be fearful of others
  - Everyone has something to offer – 12 quarterbacks don't win a game
- Be able to engage in respectful, courageous conversations
- Sworn vs. Non sworn tensions - opportunity to demonstrate Team

# **Step 10** – Remember that Succession Planning is Not an Accident

- Luck is the intersection of preparation and opportunity
- You are in control of your career, don't give it away

# THANK YOU!

**Please let us know if you have any questions.**

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