

The Role of Librarians in Succession Planning Initiatives

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Succession Planning

- ❑ Playing a key part in the cultivation of internal talent and working with management and other stakeholders in the development and preparation of high-potential employees for eventual vacancies within the organization.
- ❑ Gathering valuable knowledge and making it easily findable and accessible across departments and with respect to succession planning.
- ❑ Ensuring a smooth transition of employees into pivotal positions as they become available.
- ❑ Maintaining continuity while also minimizing disruptions.

Succession Planning

KNOWLEDGE MANAGEMENT:

Systematic custodianship and dissemination of an organization's informational assets for the purpose of meeting strategic objectives and tactical requirements.

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KNOWLEDGE TRANSFER:

A leading component of knowledge management that serves as the bridge (organizational connectivity) between people and stored information. When it comes to succession planning, knowledge transfer facilitates the movement of crucial information between current or former employees and those who will assume their roles and responsibilities.

Major Types of Knowledge

EXPLICIT KNOWLEDGE:

Structural knowledge that is easily captured within various documents (e.g., manuals, reports, guides) and other resources (e.g., videos, images) and readily made retrievable for the retention of intellectual capital.

TACIT KNOWLEDGE:

An intangible form of knowledge that really is not documentable and is instead information acquired through experience and intuitively understood. This type of knowledge is a lot tougher to articulate and codify!

CUTURAL KNOWLEDGE:

Understanding the overall dynamics and informal rules and rituals of your workplace (e.g., expectations, office politics).

Succession Planning

EXPLICIT KNOWLEDGE:

Structural knowledge that is easily captured within various documents (e.g., manuals, reports, guides) and other resources (e.g., videos, images) and readily made retrievable for the effective use as well as leverage of intellectual capital.

- ❑ Understanding the overall dynamics and also the informal rules and rituals of one's workplace (e.g., expectations, office politics).

The Importance of Librarians and Their Organizational Connectivity Skills in Succession Planning

- Partnering in the construction and maintenance of a stable, practical, culturally embedded framework or knowledge transfer in succession planning initiatives.
 - Filling in as much as possible the existing “know-how” and “how-to” gaps in institutional knowledge within that framework.