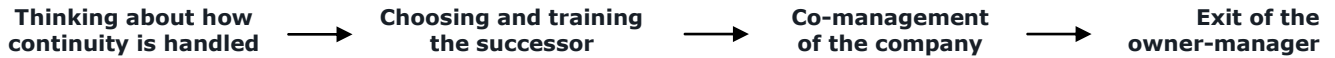


The steps in the transfer of management process are generally the following:



For each of the steps in the process you should make a list of the elements or activities to complete and their respective timelines.

Be as specific and detailed as possible.

Next, write down what you have already completed up to this point. What is completed? What is left to do?

Process Steps	Elements of the plan (<i>examples</i>)	Timeline	Completed	To Do	Person Responsible
<i>Thinking about how continuity is handled</i>	<ol style="list-style-type: none"> Thinking about and discussing the choice of a continuity model Communicating your thoughts to the relevant people 				
<i>Choosing and training the successor</i>	<ol style="list-style-type: none"> Clarify expectations on both sides Drafting a strategic plan, including determining the skills required to take over the company Drawing up a training plan (see list) Putting plan in place and follow-up 				
<i>Co-management of the company</i>	<ol style="list-style-type: none"> Establishing the successor's development plan (see list) Put plan in place and follow-up 				
<i>Exit of the owner-manager</i>	<ol style="list-style-type: none"> Choosing an exit strategy Drawing up a disengagement plan Put plan in place 				