## AC2.3 Explain approaches to succession and contingency planning aimed at mitigating workforce risks.

Succession planning is the process of effectively filling the business key roles should they leave the organization (CIPD, 2022). It entails providing employees with necessary knowledge and skills for senior or critical positions. Contingency planning is planning for the business as usual through expecting unusual actions in the business (Morrison, 2012). In other works, the SunEnergy should be ready for the short-term and long-term absence of key roles in the organization.

Not everybody will be interested in progression to be in a senior role position, so continuous appraisal to individuals to determine their capability as well as their tendency to be in a senior role is a fundamental aspect of succession planning and creating a talent pool. For example, when a senior engineer at SunEnery leaves the organization (workforce risk), the succession plan is ready in place and have the talent pool from which a talent is ready to take the position.

Likewise, SunEnergy should have a contingency plan in place should unexpected instances happened. For example, an engineer has fallen sick for several weeks because of an injury related to work, the contingency plan should dictate when that situation occurs what should happen and who would replace this particular position. Appraisal helps SunEnergy mitigate the risk of workforce and enables SunEnergy to respond swiftly to unexpected situations.