

Dept	HR – L&D
Company	TEAMLEASE SERVICES LIMITED

DOCUMENT REVISION HISTORY

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1. Objective

TeamLease is committed to ensuring its structure and people have the capabilities and capacity to meet its goals and objectives as mentioned below.

- Future Leadership – To develop future leaders for departments and the organization.
- Critical Capability – To build capacity in departments for support for critical roles.

2. Scope

- The policy is applicable from 1 Sep 2015
- The policy is applicabl to core employees of TeamLease
- Succession planning cycle will coincide with the PMS cycle of the organization

3. Definition

- Succession Chart is a spreadsheet or slide to track the succession plan for different roles within the organization
- PMS is Performance Management System
- IJP is internal job posting

4. Responsibility

The following people have a responsibility in relation to this procedure

- Managing Director
- Chairman
- SBU Head
- HRBP
- L&D Head

5. Procedure

- Succession charts for each division to be created and each role/level to be color coded accordingly depicting high competence, mediocre competence, and low competence
- Critical role identification: All critical roles to be identified during the annual appraisal cycle as defined in PMS
- To build capacity in departments 2 successors for each critical role to be identified.
- Determine capability gaps using the succession chart.

- Capability gaps to be addressed by development strategies of existing employees or by hiring new employees or through IJP
- Future leader identification: Based on the focal reviews high performers and high potential to be identified by the SBU head and HRBP for respective departments.
- Identified High Performers and High Potentials to undergo 360 degree assessment and basis the assessment IDPs to be drawn
- Future leaders to be developed by executing IDPs