**Sample: Succession Planning Oversight Committee (SPOC) Report**

| **Sr. Leader** | **Goal Period** | **Competency** | **Development Assignment** | **Target completion** | **Current****Status** | **Notes** |
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| Deputy Director X | FY16-17 | Negotiation Skills | Negotiation Skills Workshop through CSUSB continuing education program | Q3 FY17 | Enrolled to start September | Practical application will include involvement in upcoming labor agreement negotiation cycle |
| Deputy Director Y | FY16-17 | Coaching Staff for Improved Performance | Executive Coaching program with Dr. S. Valdez, High Impact Consulting | Q4 FY17 | Two sessions of the 12 session program have been completed | At program conclusion will conduct executive team briefing on coaching principles for managers |