



How to train your... replacement

(even if you're not leaving)

It's only my OPINION

Agenda

1. Why
2. How
3. Q&A

WHY

Talent, skill, knowledge

Example of a TALENT:

remembering names, not only faces

Example of a SKILL:

how to use Excel

Example of factual KNOWLEDGE:

knowing the rules of double-bookings

Example of experimental KNOWLEDGE :

knowing what to promote during holiday season

Why to train your replacement?

- You are valued for your talents (and also for skills and knowledge)
- You have someone to discuss advanced problems and ideas
- Training new employees is faster and easier
- You have time to do "not-needed-right-now" type of tasks, like e.g. refactoring, etc.
- "Bus-factor" is decreased
- You can focus on high-level tasks
- You have time to design and implement strategies and methodologies
- You can advance your career (horizontally or vertically)

HOW

Learn from my mistakes

- Do not withhold any information, but do not share everything
- Blame yourself, praise the team, and together look for improvements
- Don't be overprotective
- Delegate and learn to track high-level progress
- Share knowledge actively
- Don't expect clone army
- Don't rush it, give it some time

Q&A