

# How to conduct a Skills, Asset and Needs Audit and Develop a Succession Plan



Refugee women:  
Key to the  
Global Compact  
on Refugees



# Community Skills and Assets

Some of the things individuals and communities bring include:

- Resilience
- Determination to succeed
- Knowledge of what they need to succeed
- Effective cultural traditions and practice
- Previous qualifications and skills, both practical and professional
- Survival skills
- Prior knowledge and wisdoms



# Continued:

- **Hopes and aspirations for themselves and their children**
- **Commitment to other community members**
- **Strong loyalty to extended family, and orphaned children**
- **The need to participate in society**
- **Community structures**
- **The desire to work**
- **Many other attributes**



# Social resources

## Social resources include

- informal networks and social connections with family, friends and community but also with customers, suppliers, others with shared interests. They enable people to work together to access other resources or institutions that enable livelihoods
- membership of more formal groups such as women's networks, political networks, labour organisations
- relationships of trust, and mutual benefit or exchanges. These create informal safety nets



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# Physical resources

## Physical resources include

- Infrastructure
- tools and equipment
- affordable transport;
- secure shelter and building
- adequate water supply and sanitation;
- affordable energy and internet access
- access to information (communications).



# Assets Audit Exercise

In your groups,

1. List the Social Resources that you have in your groups, and communities.
2. List the Physical assets that you have as a group





# In your groups, list what Physical resources you still need to run your WRLO?

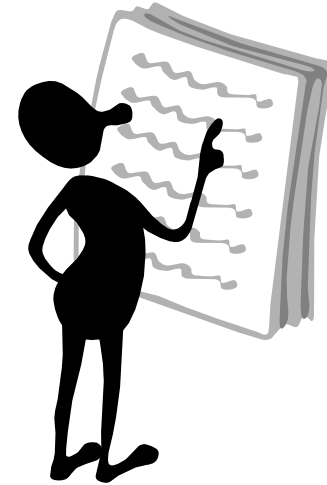


# Skills and Knowledge Needs Audit Exercise

List all the skills and knowledge a WRLO needs to function well:

These will include:

- Leadership Skills,
- Specialist Knowledge in the areas in which they want to work
- Good Management
- Financial management
- Accountability procedures
- Good communication skills
- Being in touch with and responsive to their community
- Good personal skills





**In your groups:  
List which of these area the  
participants would like more  
training and support with.**



# A Succession Strategy

**How many Trainee Leaders and/or managers do you need**

**What will be their role**

**What Training and support will they need**

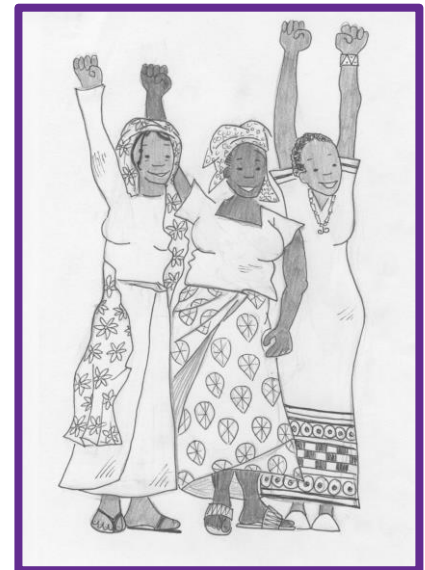
**What is the criteria for the position**

**How will they apply**

**Who will select the new people**

**What will their Contracts say**

**Who will mentor and support them?**



# In your groups develop a Succession Strategy for your organisation addressing these points.



# Now to work!

The answers to these exercises will help you to structure a succession strategy and Training Program to suit particular WRLOs.

