

EFFECTIVE KNOWLEDGE TRANSFER

“You can’t replace the wisdom gathered over many years, but you can reduce the amount of time it takes someone to begin acting wisely.”

Planned or not, knowledge transfer occurs in every organization. To be effective, the transfer of business-critical knowledge should follow a structured, measurable process designed to protect the organization and mitigate talent risks. Proven and reliable, our Knowledge Transfer Workshop (part of The Steve Trautman Co.’s 3-step Knowledge Transfer Solution) is the recognized standard for corporate knowledge transfer.

This two-day workshop is suitable for anyone in your business who is responsible, formally or informally, for mentoring other employees. It presents clear, simple strategies and techniques for knowledge transfer. You’ll leave with the beginnings of a Skill Development Plan, knowing effective training skills and equipped with tools that can be put to work immediately and tailored to your talent management needs.

Whether you need to bring new hires on board, ease mid-career transitions or effectively manage the succession process, the Knowledge Transfer Workshop is ideal for:

- Keeping your workforce prepared, productive, innovative and competitive.
- Preventing the loss of your organization’s “secret sauce” when a critical expert leaves or retires.
- Increasing your team’s technical/professional expertise and establishing backups by quickly transferring the right knowledge and skills from peer-to-peer.

Knowledge Transfer—Quick, Clear and Measurable

Knowledge experts find out what it takes to teach their jobs to others. Managers learn how to foster a culture of learning and how reciprocal mentoring can strengthen the organization. Apprentices learn how to gather knowledge from others. Specific topics include:

- **Ramp-up to Productivity:** How do I shorten new employee on-boarding by at least 50%?
- **Assessing Knowledge Transfer:** How can I be sure key knowledge has been transferred?
- **Overcoming Generational/Learning-Boundaries:** How do I ensure differences don’t get in the way?
- **Roles in Knowledge Transfer:** How do I clarify expectations and encourage buy-in?
- **Create an understanding of the ‘Big Picture:’** How do I improve decision-making and ensure consistency?
- **Making knowledge transfer a part of your culture:** How can I provide a ready workforce on a consistent basis?

STRONG FACILITATION DELIVERS OUTSTANDING RESULTS

Sherryl Christie partners with leaders from Fortune 100 companies, small businesses and not-for-profit organizations to grow their own skills, build results-driven teams, and develop the people around them. She has collaborated with The Steve Trautman Co. since the early 1990s, co-creating and facilitating the Practical Leader Management Series and providing on-going contribution to the 3-step Knowledge Transfer Solution.

Sherryl is a master instructor for the Knowledge Transfer Workshop. Her extensive client list includes Boeing, Microsoft, Intel and Apple.



SCHEDULE AND PRICING

VIRTUAL Spring: April 19 & 20, 26 & 27, 2023.
Wednesday and Thursday - half-day sessions 10am-12pm,
12:45-2:45pm PT

6 or more	\$1,100
3 to 5	\$1,175
1 to 2	\$1,290

VIRTUAL Fall: Oct. 17 & 18, 25 & 26, 2023.
Tues./Wed. and Wed./Thur. - half-day sessions 10am-12pm,
12:45-2:45pm PT

Session dates, times and facilitators may change without prior notice.

Knowledge Transfer is available as an in-house or virtual, instructor-led open-enrollment program. Open-enrollment sessions are held online, while in-house programs can be conducted virtually or on-site.

