

# Knowledge Transfer Services



Some text

What Are We Going to  
Do When They're Gone?

# KNOWLEDGE TRANSITION SERVICES

## Industry SOPs

Our standard operating procedures are comprehensive and can include any part of the knowledge transfer SOPs--e.g., inclusion of governing Company policies, governing regulations and legislation and business continuity planning. They can be created as standalone documents or as part of a manual.

## Knowledge Transition SOPs

Our knowledge transfer SOPs can be created as standalone documents or as part of a knowledge transfer plan. Each procedure contains the following:

- Description of procedure
- Comments and tips from incumbent about how best to perform activity
- If mentorship is involved, photographs or drawings that illustrate how an activity should look when done correctly; or safety points; or points where a specific thought process is required
- Checklists and decision trees
- Business continuity information for the activity..
- Governing Company policies
- Governing regulations or legislation.

## Knowledge Transition Plans

### Strategic Planning

- Identify critical knowledge holders and essential information to be transferred
- SECI-based risk assessment for each position being vacated by a retiree or any other position
- Create structured timelines for knowledge capture before retirement
- Organize cross-generational projects with mentorship.

### Structured Documentation – See Knowledge Transition SOPs

- Create standardized templates for process documentation
- Create knowledge transfer standard operating procedures
- Translate documentation or offer in simplified technical English.

### Retention Strategies

- Offer incentives for mentors
- Offer incentives such as increased pay if employees complete mentorship program
- Create knowledge advisor roles for retiring experts.

### Success Metrics

- Track knowledge transfer completion rates
- Measure productivity and performance among those who use knowledge transition SOPs a
- Monitor changes in safety, expense and revenue metrics.

READ MORE ABOUT OUR STANDARD OPERATING PROCEDURES HERE:

<https://technicalwritingexpert.com/sops-standard-operating-procedures/>



**Writing for Results**

If you have any questions about our knowledge transition plan or standard operating procedure creation services and would like to learn how we can help, please contact us

**[valeriebraun@technicalwritingexpert.com](mailto:valeriebraun@technicalwritingexpert.com)**

**ANY QUESTIONS?**

