



Replicate your top talent.

As an executive, you care about having the right talent to execute your strategy and achieve your business goals. So do we.

As part of the 3-step Knowledge Transfer Solution, our Workshop gives you 15 proven techniques to transfer an expert's information, know-how, and tacit knowledge to their apprentice coworkers—while the mentor maintains a regular workload.

Written originally for scientists and engineers, the tone of this workshop is 100% straightforward, get-it-done advice that has been tested and refined in the real world; no Koosh balls, no group hugs, and no singing Kumbayah.

With over 20 years experience and a global client list, we offer simple tools that produce measurable change even for those who are not “people” people.



The Knowledge Transfer Workshop is a 2 day “how-to” workshop. It helps:

- Your busiest technical experts break their roles into manageable chunks, teach with deference to learning styles, test to ensure learning and give feedback on the resulting work.
- Apprentices take responsibility and drive their own learning in a methodical, measurable way.
- Managers support the process, prioritize this work relative to their employees’ “day job” and hold their teams accountable for results.

Knowledge Transfer Workshop



The following **Knowledge Transfer Tools** are offered through the one and two-day versions of the workshop

TOOL	DESCRIPTION
Role Definition Worksheets	Used to establish the differences between the role of the peer mentor and the manager, and to give the apprentice tips for how to be successful.
First Meeting Template	Sometimes called the “triangle meeting” between the manager, the peer mentor, and the apprentice. Used to set expectations, clarify roles, and set goals.
Handshake E-Mail Worksheet	If I’m on the “to:” line and you put “action” in the subject line, plus what you want from me and when, in the first part of the body, I’ll respond in one day.
Telling About Yourself Worksheet	Defining best ways to stay in touch, handle interruptions, communicate progress, and still get your day job done.
Status Report Template	What did you say you would do? What did you do? What help do you need? What are you going to do next?
Anatomy of a Problem-Solving Question Worksheet	The best way to organize a question before asking it.
Air, Food, and Water Worksheet	The foundational information needed at the beginning, before diving into content.
The Big Picture Worksheet	The explanation of how new content fits into the job, the customer relationship, the rest of the organization, etc.
Skill Development Plan Template	List of skills, sequence, measure of success, timing, resources available.
5-Minute Meeting Plan	Organize a task or skill to be taught before beginning to teach.
6 Steps to Demo a Task	Give a reason, say what you will do, demo at normal pace, demo again adding logic, ask for paraphrase, provide practice.
Assessment Questions	Tell me what you already know about. Tell me what you heard me say. Tell me what you’re going to do now.
Learning Styles Model	What? How does it work? Why? What if? and how to teach to each different learning style.
Feedback Model	I noticed that ... The impact is ... I have some suggestions; do you want to hear them now? My recommendation is ...

Note: Organizations using the five **bolded tools** above have consistently reduced ramp-up to productivity for their new employees by **50%**