

Knowledge Transfer Plan								
What	Who		Why		How		When	Status
Knowledge/ Task	SME	Recipient	Goal/ Reason for transfer	Priority 1 - low, 2 - moderate, 3 - high	Resources needed	Resource type	Deadline	Successful transfer metrics
Knowledge of the company's L&D policies, procedures, and tools	Head of L&D	L&D team and HR team	Make all learning opportunities transparent and improve take up of L&D corporate tools	High	All L&D policies, including career journeys, continuous learning opportunities, and login credentials to the corporate LMS and employee engagement tool	Documents and tutorial videos	May 10, 2023 (5 months)	Q&A sessions, documentation, presentation decks, recorded knowledge transfer sessions, video series on how to use L&D corporate tools

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