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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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, 2024 (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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