**Developing Your Plan for Knowledge Transfer**

|  |  |  |
| --- | --- | --- |
| **Questions to Ask** | **Explicit Knowledge (Formal Organizational Knowledge and Skills)** | **Implicit or Tacit Knowledge****(Informal Organizational Knowledge That Lends Context)** |
| What knowledge do you intend to share?Where will significant loss of knowledge and skills occur? |  |  |
| Who needs to know—with whom will you share? |  |  |
| How will it be shared? And how documented? |  |  |
| Why is it essential to share this knowledge? |  |  |
| What will the consequences be of not sharing it? |  |  |

**What is your most powerful next step?**