# Knowledge transfer plan: Template

*by TalentLMS*

| **Knowledge transfer plan: Template** | | | | | | | | |
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| **[title of role] [date of departure]** | | | | | | | | |
| **What** | **Who** | | **Why** | | **How** | | **When** | **Follow-up** |
| **Skill / Task / Knowledge** | **Knowledge Owner** | **Knowledge Recipient** | **Objective/s** | **Priority** | **Resources** | **Training methods** | **Deadline / Timeframe** | **Successful transfer criteria** |
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