

Powers and knowledge transfer tool

The **Powers and knowledge transfer** tool will help you determine which powers and knowledge you need to acquire, and how to go about it.

The purposes of this tool are to help you to:

- create a list of the different knowledge and powers that you must consider during the reflection on your business transfer;
- determine which knowledge/skills you must acquire or improve;
- decide who, either within or outside of the business, is qualified to transfer the required knowledge;
- determine the powers that need to be assumed;
- establish a schedule for the powers and knowledge transfer;
- plan the powers and knowledge transfer so as to ensure the continuity of your business;
- do preventive planning for the management of your human resources.

Instructions:

1. Determine the knowledge/skills you feel you must acquire or improve.
2. Under each statement, determine who in your family, or among your employees/other parties would be best placed to manage the knowledge transfer.
3. Think of training activities that could round out this knowledge.
4. If applicable, write down a target date for the completion of the knowledge transfer.
5. The transfer of powers is done in cooperation with the current owners. Determine which powers will be transferred and exactly which tasks will be assumed, and set a target date.

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KNOWLEDGE TRANSFER PLAN FROM:

KNOWLEDGE	KEY INFORMATION TO BE TRANSFERRED	WHO (family, networking, institution, etc.)	TRAINING ACTIVITIES	SCHEDULE Target date for completing the activity
The activity sector in general				
Management of field operations				
Herd management				
Machine and equipment maintenance				
Technologies				
Management of environmental norms and other regulations				
Employee management				
Suppliers				
Clients				
Competitors				
Accounting				
Analysis of financial statements				
Strategic planning				

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KNOWLEDGE TRANSFER PLAN FROM:

KNOWLEDGE	KEY INFORMATION TO BE TRANSFERRED	WHO (family, networking, institution, etc.)	TRAINING ACTIVITIES	SCHEDULE Target date for completing the activity
The financial situation of the business				
Lenders and financing products				
Advisors and technical support				
Other aspects				

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POWERS TRANSFER PLAN TO :

POWERS	WHO (family, networking, institution, etc.)	ANTICIPATED RESPONSIBILITIES	SCHEDULE Target date for completing the activity
Production <ul style="list-style-type: none"> • crop management • herd management (feed, health, husbandry) • equipment maintenance • other 			
Procurement and relationships with suppliers <ul style="list-style-type: none"> • choice of suppliers • negotiations and transactions 			
Marketing and distribution <ul style="list-style-type: none"> • customer relations • development of marketing aspects for the products sold • price setting 			
Human resources management <ul style="list-style-type: none"> • organization of the work • hiring, negotiations • conflict management • other 			
Relationships with in-house advisors			
Investment and financing decisions			
Administration <ul style="list-style-type: none"> • signatures • votes, convocations 			
Other			