

Powers and knowledge transfer tool

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

The purposes of this tool are to:

- create a list of the different knowledge and powers that you must consider as you think about your business transfer;
- identify the individuals (inside or outside the business) to whom the knowledge acquired will be transferred;
- name your successor(s), whether they are family members or senior managers;
- determine which knowledge your successor(s) must acquire;
- determine the powers your successor(s) must acquire;
- establish a schedule for the powers and knowledge transfer;
- plan your 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. To start your reflection, enter your information in the appropriate sections. Ideally, if your successor is a family member or one of your employees, he should be involved in the process.
2. Under each statement, enter the name of the person who possesses the respective knowledge or power.
3. Enter his age and seniority in the business (in years).
4. If the person is over age 55, indicate his expected retirement date.
5. In the appropriate box, indicate, as needed, the knowledge you believe must absolutely be transferred to the successor(s).
6. If applicable, indicate a target date for the completion of the transfer. Example: You have determined that your son will take over from your controller, who will leave the business in two years. Your son will therefore have two years to learn how to carry out these tasks and responsibilities, and to acquire the knowledge required for this role (assuming that he already has the required training).

Powers and knowledge transfer

KNOWLEDGE TRANSFER PLAN FROM:

Identify the stakeholders	SCHEDULE Target date for completing the activity
<p>Operations</p> <p>Name: _____</p> <p>Age: _____</p> <p>Seniority: _____</p> <p>Expected retirement date: _____</p> <p>Key information to be transferred: _____</p> <p>_____</p> <p>Successor: _____</p>	
<p>Competitors</p> <p>Name: _____</p> <p>Age: _____</p> <p>Seniority: _____</p> <p>Expected retirement date: _____</p> <p>Key information to be transferred: _____</p> <p>_____</p> <p>Successor: _____</p>	
<p>Suppliers</p> <p>Name: _____</p> <p>Age: _____</p> <p>Seniority: _____</p> <p>Expected retirement date: _____</p> <p>Key information to be transferred: _____</p> <p>_____</p> <p>Successor: _____</p>	
<p>Financial backers</p> <p>Name: _____</p> <p>Age: _____</p> <p>Seniority: _____</p> <p>Expected retirement date: _____</p> <p>Key information to be transferred: _____</p> <p>_____</p> <p>Successor: _____</p>	

Powers and knowledge transfer

KNOWLEDGE TRANSFER PLAN FROM:

Identify the stakeholders	SCHEDULE Target date for completing the activity
<p>Clients</p> <p>Name: _____</p> <p>Age: _____</p> <p>Seniority: _____</p> <p>Expected retirement date: _____</p> <p>Key information to be transferred: _____</p> <p>_____</p> <p>Successor: _____</p>	
<p>Technologies</p> <p>Name: _____</p> <p>Age: _____</p> <p>Seniority: _____</p> <p>Expected retirement date: _____</p> <p>Key information to be transferred: _____</p> <p>_____</p> <p>Successor: _____</p>	
<p>Staff</p> <p>Name: _____</p> <p>Age: _____</p> <p>Seniority: _____</p> <p>Expected retirement date: _____</p> <p>Key information to be transferred: _____</p> <p>_____</p> <p>Successor: _____</p>	
<p>Other knowledge</p> <p>Name: _____</p> <p>Age: _____</p> <p>Seniority: _____</p> <p>Expected retirement date: _____</p> <p>Key information to be transferred: _____</p> <p>_____</p> <p>Successor: _____</p>	

Powers and knowledge transfer

POWERS TRANSFER PLAN TO:

Identify the persons best placed to transfer the respective powers	SCHEDULE Target date for completing the activity
<p>Administrative</p> <p>Name: _____</p> <p>Age: _____</p> <p>Seniority: _____</p> <p>Expected retirement date: _____</p> <p>Key information to be transferred: _____</p> <p>_____</p> <p>Successor: _____</p>	
<p>Executive</p> <p>Name: _____</p> <p>Age: _____</p> <p>Seniority: _____</p> <p>Expected retirement date: _____</p> <p>Key information to be transferred: _____</p> <p>_____</p> <p>Successor: _____</p>	
<p>Operational</p> <p>Name: _____</p> <p>Age: _____</p> <p>Seniority: _____</p> <p>Expected retirement date: _____</p> <p>Key information to be transferred: _____</p> <p>_____</p> <p>Successor: _____</p>	
<p>Production</p> <p>Name: _____</p> <p>Age: _____</p> <p>Seniority: _____</p> <p>Expected retirement date: _____</p> <p>Key information to be transferred: _____</p> <p>_____</p> <p>Successor: _____</p>	

Powers and knowledge transfer

POWERS TRANSFER PLAN TO:

Identify the persons best placed to transfer the respective powers	SCHEDULE Target date for completing the activity
<p>Distribution</p> <p>Name: _____</p> <p>Age: _____</p> <p>Seniority: _____</p> <p>Expected retirement date: _____</p> <p>Key information to be transferred: _____</p> <p>_____</p> <p>Successor: _____</p>	
<p>Design</p> <p>Name: _____</p> <p>Age: _____</p> <p>Seniority: _____</p> <p>Expected retirement date: _____</p> <p>Key information to be transferred: _____</p> <p>_____</p> <p>Successor: _____</p>	
<p>Management</p> <p>Name: _____</p> <p>Age: _____</p> <p>Seniority: _____</p> <p>Expected retirement date: _____</p> <p>Key information to be transferred: _____</p> <p>_____</p> <p>Successor: _____</p>	
<p>Other functions</p> <p>Name: _____</p> <p>Age: _____</p> <p>Seniority: _____</p> <p>Expected retirement date: _____</p> <p>Key information to be transferred: _____</p> <p>_____</p> <p>Successor: _____</p>	