Knowledge Capture Worksheet

Source: dulyknowted.com

Employee Offboarding- Express **Two Week Notices**	**Employee Offboarding- Extended** **Retirements- Career Changes**	**Promotions, Transfers, and Leaves**	**Program or Project Best Practices/ Debriefs**	**Annual Reviews and Coaching Sessions**
Time is short. QUICKLY capture what needs to be handed over to others.	Prepare. Whose retirement is looming? What parts of this contributor's knowledge, network, and organizational smarts can be leveraged?	Capture continuity and in-progress notes from contributors who are leaving, but (also) staying on with the company.	Use our tools to document lessons learned and best practices, Capture good things before teams disband.	Incorporate smart capture questions into annual performance reviews or anytime coaching conversations.
				