KNOWLEDGE TRANSFER PROCESS

The knowledge transfer process involves the systematic way of transferring the knowledge of both tacit knowledge and explicit knowledge. The critical areas of concern here as follows.

Areas of concern in the knowledge transfer process

1.When the transfer is from tacit to tacit form, clarity on from whom the knowledge has to be gathered and to be passed on to whom. Therefore, the tacit knowledge that needs to be gathered has to be critical to the organization. After the transfer process, the transferred knowledge needs to be evaluated.

Different ways involved for such transfers are mentorship, guided experience, simulation, window shadowing and communities of practice.

2.The need for explicit knowledge is mandatory as it helps to reach any number of individuals at a point in time.

3. The source file used for transferring knowledge has to be checked for its validity and authenticity before reaching others.

4. The choice of method for transferring knowledge is imperative as it has to be decided based on the objective of knowledge transfer.

5. Maintenance of knowledge repositories and a system for checking the quality of incoming records and outgoing records is needed.