



The Knowledge Bank

The Knowledge Exodus

01

| How many people left your organisation last year?

| What is your company financial turnover?

| How many joined your organisation last year?

| What is your company profitability or financial position?

| What was the cost of leavers and starters?

KNOWLEDGE
& EXPERIENCE

The bottom of the slide features a series of thin, dark, wavy lines that create a sense of movement and depth, resembling a stylized horizon or a series of ripples.

02 Introduction

Trade Union Convenor
HR Director

Change programmes

Public and Private Sector

Engagement





03 Knowledge transfer systems

Transition Plan

Prepared by:

Role:

Manager Name:

Prepared for:

Last Date of Employment:

[Provide any pertinent information, including major projects, ongoing tasks, schedules, contact information, and more]

This transition plan will be used by [name(s)] to cover all ongoing tasks, along with current projects and tasks, to ensure a smooth handover from [name].

As discussed with [] on [], the project oversight responsibilities, including scheduling meetings, capturing requirements, and sending out frequent status messages, will now be handled by []. These needs are ongoing. Current challenges include... What's left in the deliverables list is...

Project 1: Name

This project includes weekly meetings with the steering committee and implementation team. The responsibilities, process, people, and timings are described in the following table.

Responsibility	Task(s)	Team	Timing
Monthly project report	Review all implementation projects for the previous month and capture the title, team, status, and outcomes in the linked/attached Excel document	Direct manager, assigned team members	Create it in the first week of the month and submit by the 5 th of each month; email to all impacted team members
Research current trends	Visit company and industry websites to make sure the policies align and are clear to team members.	Policy analysis team	Ongoing research throughout the month, with a thorough update once per month

ASSIGNMENTS	Senior staff mentor assigned	Direct Supervisor			
ASSIGNMENTS	Facility tour scheduled	HR + DS			
ASSIGNMENTS	Facility tour conducted	Facilities Manager			
	PERSON RESPONSIBLE FOR KNOWLEDGE TRANSFER		TOTAL HRS	START DATE	END DATE
	RECIPIENT OF KNOWLEDGE TRANSFER		8.25	10/26/2022	10/26/2022
TRAINING	Provide training overview	Direct Supervisor	NOT STARTED	0.25	10/27/2022
TRAINING	Review materials and handouts	Direct Supervisor	NOT STARTED	1.00	10/27/2022
TRAINING	Discuss training timeline	Direct Supervisor	NOT STARTED	0.25	10/27/2022
TRAINING	Training phone 1	Trainer	NOT STARTED	20.00	10/28/2022
TRAINING	Training phone 2	Trainer	NOT STARTED	14.00	10/29/2022
TRAINING	Training phone 3	Trainer	NOT STARTED	12.00	11/04/2022
TRAINING	Training assessment and review	Direct Supervisor + Trainer	NOT STARTED	4.00	11/08/2022
	PERSON RESPONSIBLE FOR KNOWLEDGE TRANSFER		TOTAL HRS	START DATE	END DATE
	RECIPIENT OF KNOWLEDGE TRANSFER		83.80	10/27/2022	11/08/2022
DELIVERABLES			0.00		
DELIVERABLES			0.00		
DELIVERABLES			0.00		
	PERSON RESPONSIBLE FOR KNOWLEDGE TRANSFER		TOTAL HRS	START DATE	END DATE
	RECIPIENT OF KNOWLEDGE TRANSFER		0.00		
MEETINGS	Team production meeting		NOT STARTED	0.25	
MEETINGS	Week 1 review meeting		NOT STARTED	0.25	
MEETINGS	Week 2 review meeting		NOT STARTED	0.25	
MEETINGS	Week 3 review meeting		NOT STARTED	0.25	
MEETINGS	Month 1 review meeting		NOT STARTED	0.00	
	PERSON RESPONSIBLE FOR KNOWLEDGE TRANSFER		TOTAL HRS	START DATE	END DATE
	RECIPIENT OF KNOWLEDGE TRANSFER		1.00		
SS/IS + RES3			0.00		
SS/IS + RES3			0.00		
SS/IS + RES3			0.00		
	PERSON RESPONSIBLE FOR KNOWLEDGE TRANSFER		TOTAL HRS	START DATE	END DATE
	RECIPIENT OF KNOWLEDGE TRANSFER		0.00		
	OVERALL TRANSITION TOTAL		NUMBER OF HOURS REQUIRED	START DATE	END DATE
			89.25	10/26/2022	11/08/2022
					TOTAL NUMBER OF DAYS REQUIRED BASED UPON 8.3 HOUR WORK DAY
					8.44

The image shows a person in a light blue striped shirt pointing at a Gantt chart displayed on a computer monitor. Another person, also in a light blue striped shirt, is standing next to them, holding a white pen and a small notepad. The Gantt chart is a project management tool showing the timeline of various tasks. The tasks are listed on the left, and the timeline is shown on the right, with days of the week (M, T, W, T, F, S, S) and weeks (Week 01, Week 02, Week 03, Week 04, Week 05, Week 06, Week 07) marked. The tasks and their progress are as follows:

Task name	Progress
Project initiating	100%
Create Project Charter	100%
GO / NO GO	100%
Project Planning	78%
WBS	100%
Resources	80%
Schedule	80%
Costs	75%
Planning finished	0%
Project Execution	22%
Subtask 1	34%
Initiating	100%
Executing	40%
Deliverable	0%
Subtask 2	9%
Initiating	40%
Executing	0%
Deliverable	0%
Project closing	0%
General deliverable	0%

5%

Adam



Helen



04 Why is this an issue?

71% want more pay

1 in 5 leaving

200,000 less EU workers

18% internal transfer

1 Million lower than pre pandemic.







05 The Impact



Baby boomers



Generation Y (Millennials)



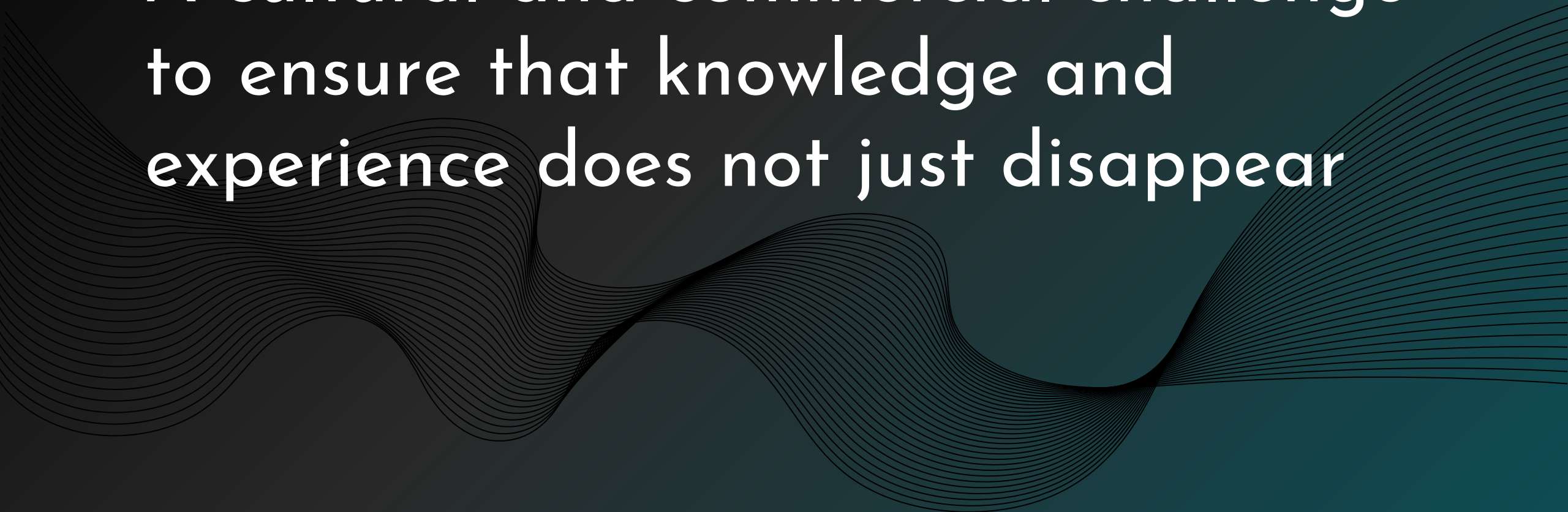
Generation X



Generation Z

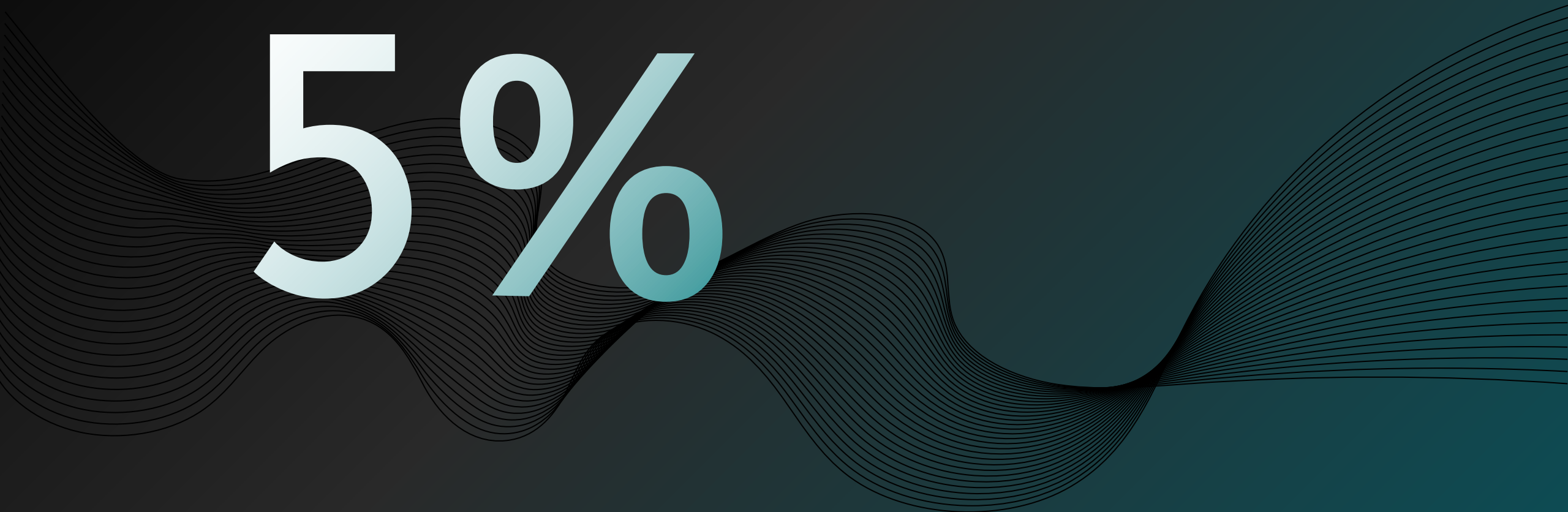


A cultural and commercial challenge
to ensure that knowledge and
experience does not just disappear

The bottom of the slide features a series of thin, dark, wavy lines that create a sense of movement and depth, resembling a stylized wave or a series of overlapping curves. These lines are set against a dark, textured background that transitions from a deep charcoal to a slightly lighter, teal-like hue on the right side.

06 What can be done?

5%

The background of the slide features a series of thin, dark, wavy lines that create a sense of movement and depth, particularly concentrated in the lower half of the image.

07 How do we identify the 5% and then what do we do about them?

5%

Resource Alignment

Agile Working

Informal Networks



Outgoing

Movers

Incoming

08 Common approaches

Neuroleadership

David Rock's SCARF model

STATUS

Relates to the relative importance of people & how we perceive our position

AUTONOMY

The level of control we have over our environment & decisions that affect us.

FAIRNESS

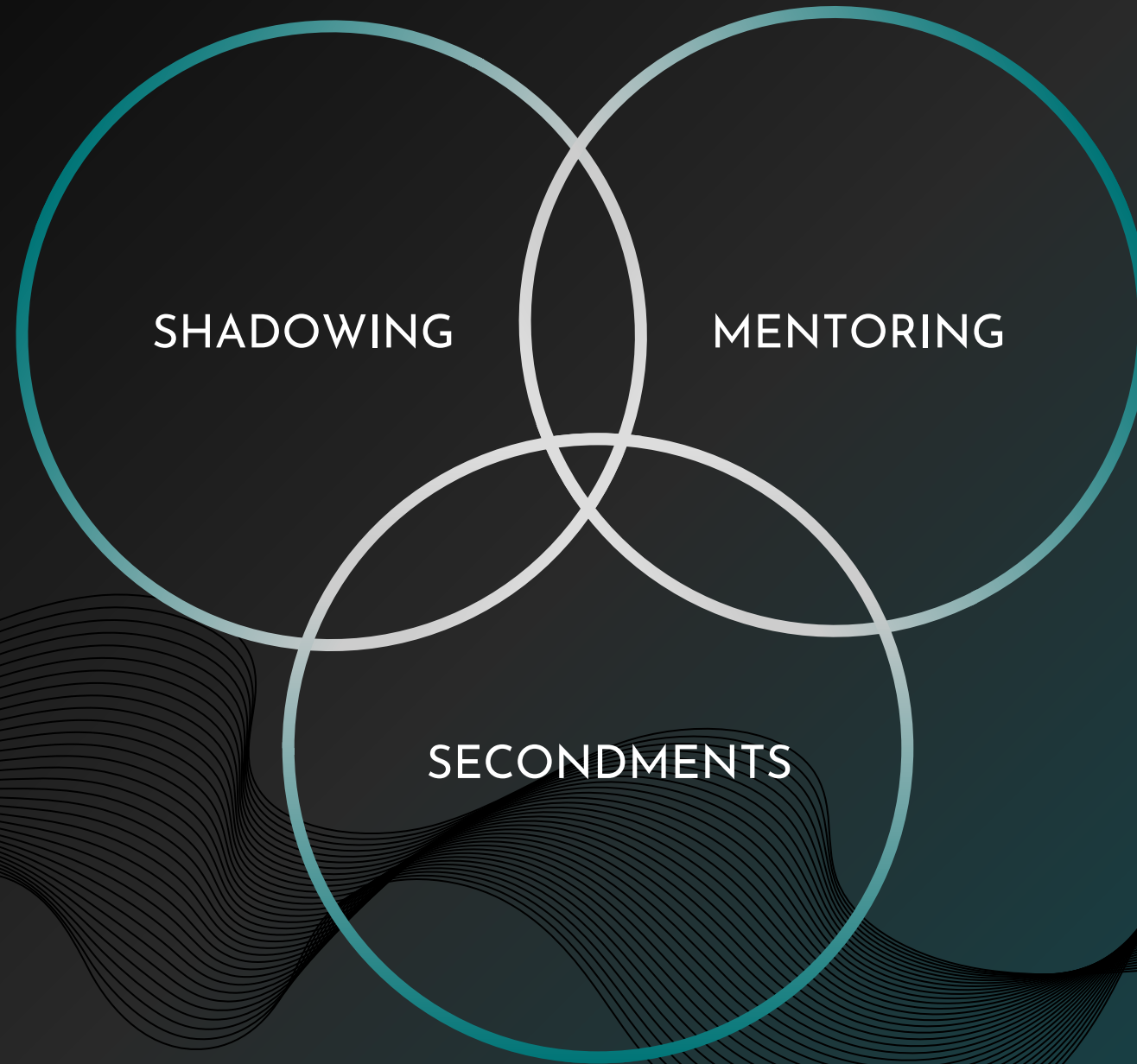
Our sense of justice & perception of right and wrong.

CERTAINTY

How sure we feel about events / people / situations that affect us.

RELATEDNESS

The quality of relationships & our sense of belonging.



SHADOWING

MENTORING

SECONDMENTS



There is a real and immediate
need to address the knowledge
and experience exodus

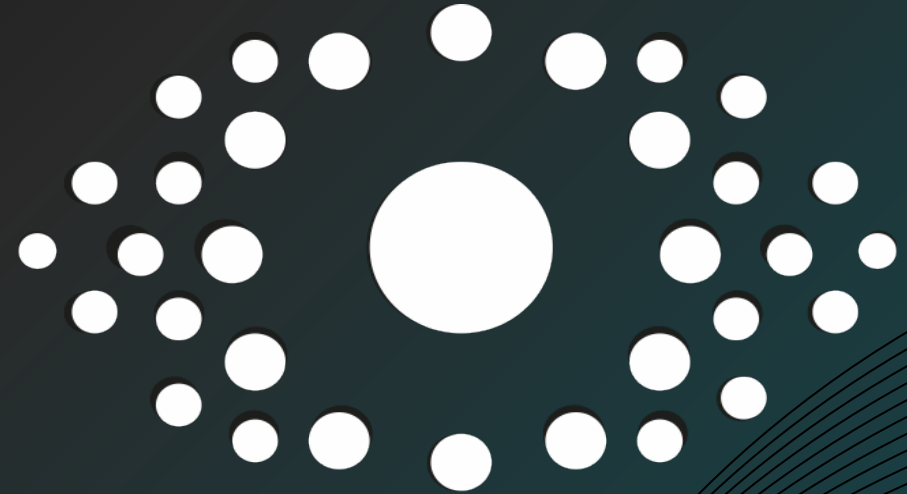
Thank you!

Please discuss

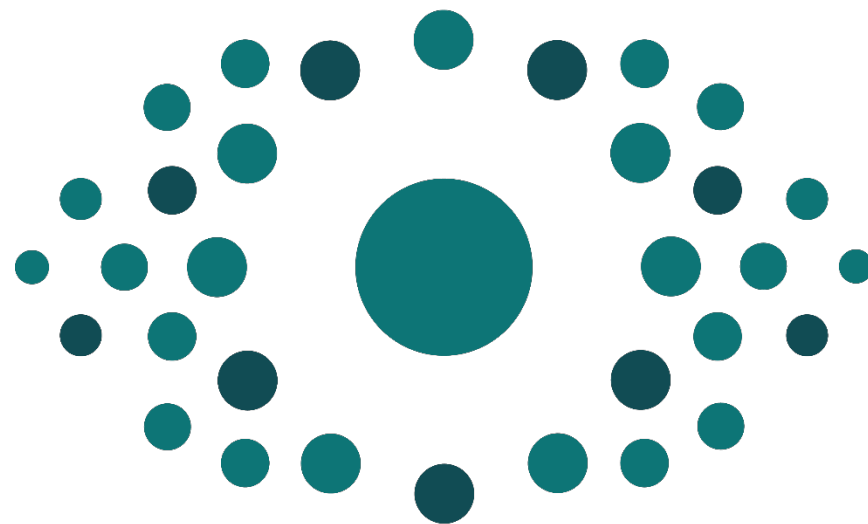
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