

KNOWLEDGE DISPOSITION WORKSHEET

Retention & Transfer of Critical At-Risk Knowledge

Critical Knowledge:

Description:

Recommended Disposition (Check all that apply):

Identify and Develop Replacement

- New hire or transfer
- Current employee to assume responsibilities

Rely on alternative resources

- Establish a designated TVA or site expert.
- Collateral duty responsibilities
- Contractor / Personal Services

Formal Classroom Training

- Formal classroom instruction
- Classroom paper-and-pencil testing
- Demonstration of skill in lab setting
- On-the-job demonstration with supervisor sign-off indicating mastery

Eliminate/Reduce the need for the know-how

- Replace equipment with devices that are easier to operate or maintain.
- Replace rare or non-standard equipment with standardized designs.
- Eliminate task

On-the-job training

- Self-study
- Materials, resources, lesson plans, etc. provided
- Mentor / coach assigned
- Targeted work assignments
- On-the-job demonstration of skill with supervisor's sign-off indicating mastery

Documentation & Codification

- Document knowledge for use by incumbent or annotate current procedures
- Establish, or revise, formal procedures and processes
- Create a photographic or videotape record
- Establish system(s) to store and share the information (e.g., documents, databases, on-line references, etc.)
- Establish a process to periodically gather and distribute new information

Computer-based/video training

- Self-study using computer-based or video materials and lesson plans
- Testing and certification of mastery
- On-the-job demonstration of skill with supervisor's sign-off indicating mastery

Other Disposition

Additional Details or Recommendations: