

# 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 help you to:

- create a list of the different knowledge and powers that you must consider during the reflection on your business transfer;
- determine which knowledge your successor(s) must acquire;
- decide to whom, either within or outside of your business, the required knowledge should be transferred;
- determine the powers that your successor(s) must assume;
- 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. For each successor, determine the knowledge you believe must be transferred.
2. Under each statement, determine who in your family, or among your employees/other parties would be best placed to manage the knowledge transfer.
3. Think of training activities that could round out this knowledge.
4. If applicable, write down a target date for the completion of the transfer. Example: You have determined that your son will take over the bookkeeping and the analysis of the financial results within 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).
5. For each successor, determine which powers will be transferred, and exactly which tasks they will assume, and set a target date.

# Powers and knowledge transfer

## KNOWLEDGE TRANSFER PLAN FROM:

KNOWLEDGE	KEY INFORMATION TO BE TRANSFERRED	WHO (family, networking, institution, etc.)	TRAINING ACTIVITIES	SCHEDULE Target date for completing the activity
On the activity sector in general				
On the management of field operations				
On managing the herd				
On maintaining the machines and equipment				
On the technologies				
On managing environmental norms and other regulations				
On employee management				
On suppliers				
On clients				
On competitors				
On accounting				
On analyzing financial statements				
On strategic planning				

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### KNOWLEDGE TRANSFER PLAN FROM:

<b>KNOWLEDGE</b>	<b>KEY INFORMATION TO BE TRANSFERRED</b>	<b>WHO (family, networking, institution, etc.)</b>	<b>TRAINING ACTIVITIES</b>	<b>SCHEDULE Target date for completing the activity</b>
On the financial situation of the business				
On lenders and financing products				
On advisors and technical support				
On other aspects				

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**POWER TRANSFER PLAN TO:**

POWERS	WHO (family, networking, institution, etc.)	ANTICIPATED RESPONSIBILITIES	SCHEDULE Target date for completing the activity
<b>Production</b> <ul style="list-style-type: none"> <li>• crop management</li> <li>• herd management (feed, health, husbandry)</li> <li>• equipment maintenance</li> <li>• other</li> </ul>			
<b>Procurement and relationships with suppliers</b> <ul style="list-style-type: none"> <li>• choice of suppliers</li> <li>• negotiations and transactions</li> </ul>			
<b>Marketing and distribution</b> <ul style="list-style-type: none"> <li>• customer relations</li> <li>• development of marketing aspects for the products sold</li> <li>• price setting</li> </ul>			
<b>Human resources management</b> <ul style="list-style-type: none"> <li>• organization of the work</li> <li>• hiring, negotiations</li> <li>• conflict management</li> <li>• other</li> </ul>			
<b>Relationships with in-house advisors</b>			
<b>Investment and financing decisions</b>			
<b>Administration</b> <ul style="list-style-type: none"> <li>• signatures</li> <li>• votes, convocations</li> </ul>			
<b>Other</b>			

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### POWER TRANSFER PLAN TO:

<b>POWERS</b>	<b>WHO (family, networking, institution, etc.)</b>	<b>ANTICIPATED RESPONSIBILITIES</b>	<b>SCHEDULE Target date for completing the activity</b>
On clients			
On strategic planning			
On advisors and technical support			
On other aspects			