Congratulations on receiving a scholarship through the Canada-Pacific Alliance Scholarships Program (CPASP)! The objective of this initiative is to enhance capacity within your and other government organizations across the Pacific Alliance. As such, the learning doesn’t end when your courses are completed (your program of study, plus the online course on gender equality issues in the extractive sector). Sharing what you’ve learned and the experiences you’ve had through CPASP is essential when you return to work. To help you plan how you will transfer your new knowledge and implement it within your work and your colleagues’ work, we have put together a template for your plan. CPASP staff will follow up with you after your program to assess your progress on implementing your knowledge transfer plan.

**KNOWLEDGE TRANSFER PLAN**

**Scholarship Recipient:**

**Employer Name:**

**Course/Program of Study:**

**Date of Program:**

|  |  |
| --- | --- |
| **GOALS**  Your goals should be SMART: Specific, Measurable, Action-Oriented, Realistic, and Time-Bound   * Reflect on how you think the content of your training or studies will have a positive impact on your work and the work of your organization * How can your training or studies improve how you and your colleagues work?   + Reflect on your learning style and how it impacts goal setting   + Will your plan include experiential learning (learn from colleagues/mentors), exposure learning (learning events in Canada and back at home - job shadowing), and/or further education (formal courses)? * Stay connected to CPASP staff, who will be interested in your evaluation of the program, your course(s), and your progress on your plan to share and implement your knowledge | |
| **Short-term**  (achievable in 3-6 months)  *maximum 250 words* |  |
| **Long-term**  (achievable in 1 or more years)  *maximum 250 words* |  |

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| --- | --- |
| **IMPLEMENTATION PLAN** | |
| Way(s) I will share what I’ve learned (check all that apply)   * Become a mentor * Presentation(s) (consider format, style, medium, content, audience) * Written piece(s) (consider format, style, medium, content, audience) * Train other staff * Encourage others to take professional development courses * Leverage network connections from PA (connect with experts from your course/program of study; collaboration with your counterparts from other PA countries) * Plan to do additional professional development myself * Other (please describe) | |
| Steps involved  *maximum 500 words* |  |
| Who will participate?  *maximum 100 words* |  |
| What resources will you need?  *maximum 100 words* |  |
| What is your timeline?  *maximum 100 words/could use Gantt chart or diagram* |  |
| Will implementing your plan require any cultural or paradigm shifts? Identify potential barriers and mitigation strategies.  *maximum 250 words* |  |
| How will you evaluate your progress toward your goals?  *maximum 250 words* |  |

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Scholarship Recipient Date

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Workplace Supervisor Date