**Knowledge Transfer Template for Clerk Certification Class Credit**

Name of your Class:

Class Date:

Name of Clerk:

1. Mention at least two ways through which you and your business are affected by the complexities during the session?
2. What type of information did you gain from this session?
3. What sort of insights of looking at people/processes have you gained?
4. Which best practices would you consider changing as a result of this session?
5. What is your plan to transfer the information?
6. To whom to report when you leave the job?
7. Do you have any other questions that we are not able to cover in this form?