

EXPERT KNOWLEDGE / EXPERIENCE TRANSFER

Purpose: The Expert Knowledge Transfer exercise aims to identify the key differences between what a very experienced person sees and pays attention to in typical work situations, compared to what a novice sees and pays attention to. These differences are then translated into cues / signals and corresponding actions / hot tips that may help to reduce errors committed by a novice and accelerate their learning process. The completed form should form part of the overall learning documents for a project.

Project Name:	<u>[Project name]</u>	Project Duration:	<u>[dd-mmm-yyyy]</u> to <u>[dd-mmm-yyyy]</u>
Project Stage:	<u>[Eg. End of project]</u>	Division:	<u>[Div]</u> FA: <u>[FA]</u>
Contributor:	<u>[Name with last name underlined]</u>	Date of Contribution:	<u>[dd-mmm-yyyy]</u>
Designation:	<u>[Designation]</u>		

1) Name and description of activity

What makes this activity difficult? <i>[brief explanation of the issues that makes this activity challenging]</i>	What errors would a novice make? <i>[how a novice would react typically to the challenging activity]</i>	How would an expert handle it? <i>[Cues/signals to look out for and a typical expert response]</i>