SoftSkills
FOR KNOWLEDGE TRANSFER

KTP: Knowledge Transfer, Personally Teaching Toolkit

Additional Print Out Materials (Not in this document)

- 🔒 Confidential Briefs for Role-Play - Delayed Workflow
- Personal Learning Diary
- Personal Development Module - Slides

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KTP: Knowledge Transfer, Personally Syllabus

Duration: Approx. 3 hours

In the dynamic world of knowledge transfer, professionals sometimes lack the toolkit to pursue their personal development journey. This course is designed to help them understand their development goals and give them guidelines and tools to plan their personal development journey.

Participants will explore the role emotions play in organizational outcomes through the lens of Affective Events Theory, examining how emotional experiences influence individual performance and job satisfaction. The session includes a debrief and theoretical grounding on how people respond to emotions and paradoxical tensions in complex organizational environments — essential for navigating the emotionally charged terrain of innovation and change.

In the second part of the course, we shift focus to personal development. Participants will engage with the concepts of growth vs. fixed mindsets, and the value of setting SMART goals for long-term motivation and performance. As the final activity, each participant will be asked to create an early draft of their personal development plan.

Intended Learning Outcomes (ILOs)

General objective

This course aims to equip knowledge transfer professionals with the skills to navigate organizational paradoxes, understand and manage emotions in the workplace, and design a personalized development plan.

Specific ILOs

- ILO-1: Analyze organizational paradoxes and tensions and propose strategies for effectively navigating them in complex knowledge transfer environments.
- ILO-2: Explain how emotions influence individual and organizational outcomes using the Affective Events Theory and evaluate ways to manage emotional responses.
- ILO-3: Differentiate between fixed and growth mindsets based on Carol Dweck's framework and assess their impact on professional learning and development.
- ILO-4: Construct SMART goals that align with individual career aspirations and justify their relevance to sustained performance and motivation.
- ILO-5: Develop a personal development plan incorporating habit-building principles and design identity-based strategies to reinforce professional growth.

Methods & Materials

Teaching Method(s)

- Group work and discussions
- Role-playing simulations
- Frontal Lecture

Required Learning Materials (during-course)

- Course slides
- Personal Development Plan
- Personal Learning Diary

Additional Learning Materials (post-course)

- "Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones" Book by James Clear

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Lesson Plan

20 min	**Introduction & Icebreaker** - Trainer introduces the session objectives and participants play an icebreaker game. In groups of 2-3 participants, they select a question to ask each other from an earlier provided list.	Group discussion
40 min	**Short role-play:** A quick internal team meeting with emotional triggers given as instructions. 5 min. Introducing the exercise 10 min. Preparation 10 min. Role-play: IP Commercialization Report 15 min. Debriefing 🔒 Confidential Briefs for Role-Play - Delayed Workflow	Role-play activity
30 min	**Debrief & Theory on Emotions** • Ability to deal with paradoxical tensions and paradoxes in an organization • How people deal with emotions • Affect/impact of emotions to outcomes of an organization • Theory: Affective Events Theory	Group debrief & Mini Lecture
15 min	**Break**	-
20 min	• Growth mindset vs fixed mindset (Carol Dweck) • SMART Goals – Importance of Goal Setting • Habit Building Ideas	Mini lecture & Q&A
45 min	**Activity: Creating a Personal Development Plan** • Introduction of the template • Time to fill the template • Peer feedback session	Group Activity

	Peer Coaching Pairs Exchange plans and offer feedback using a guided form ("Is it SMART?", "Does it align with your current context?", etc.)	
10 min	**Action Planning & Closing** - Participants finalize their personal development plan they can use for the next modules and are given the Personal Development Diary to be used for the other modules.	Personal reflection