

Phased Retirement FAQs – Attachment C



ETD Knowledge Management Support

Knowledge Management is a process that enables a subject matter expert to capture important information on “how to do something.” This information varies and often includes process, experience, important relationships and contacts, timelines, and decision-making abilities. Capturing knowledge includes everything from documenting process, developing trainings, creating policy documents, to more intentional activities such as building mentoring relationships, mapping process and decision making strategies, or asking questions to learn what isn’t known.

Knowledge capture happens every day in many ways in our agencies and organizations. Currently, as the State faces increased retirements of long-term staff, many more agencies are looking for ways to capture knowledge from those leaving.

Phased Retirement and Knowledge Transfer

Phased retirement options for state employees provides a benefit to both the agency and the employee. As employees begin to decelerate in their careers with the State, managers and supervisors have the opportunity to plan structured knowledge capture activities before staff members leave. Leaders also have the opportunity to provide support for staff as they begin to capture knowledge, mentor others, and share insights which will ensure that all knowledge is not lost.

Support for Agencies

Services and supports are available to supervisors, managers and agencies to help with the knowledge transfer process. This suite of services and solutions are provided to agencies at no additional cost. Some of the services available to you are:

- [MMB Extranet Site- Workforce Planning Tab – for information, tools and resources](#)
- Facilitated capacity-building workshops for leaders
- Facilitated knowledge capture workshops for knowledge holders
- Small group or one-on-one consultation for leaders on how to begin the knowledge transfer process
- Process mapping workshops
- Standard work information and workshops
- Onboarding tools and resources
- Succession plans for critical positions- includes development plans
- Knowledge transfer plans for expert staff/knowledge holders

Contact Emily Paoli Johnson, Program Administrator for Workforce Planning at Enterprise Talent Development at 651-259-3778 for more information.