

KTAP

UMCA Annual Conference

Logan, Utah

September 23-25, 2015

The Knowledge Transfer Action Plan (KTAP) serves as the IIMC required assessment for Utah Municipal Clerks who wish to earn credits or points towards certification.

- Each participant attending the following sessions will earn 1 point for each class attended and will be required to submit a KTAP on 1 of the 3 classes:
 - Are We Having Fun Yet? by Bruce Christopher
 - Bambi vs Godzilla: Dealing With Difficult People by Bruce Christopher
 - Cancer Sucks – Life Doesn't by Mary Nickles, Channel 2 News
- Each participant will select the information upon which they wish to concentrate and prepare a formal plan for implementation. (See questions below) Conference participants who complete the KTAP form *electronically* will have their names forwarded to IIMC as having fulfilled all requirements towards certification points.

The KTAP is intended to help you reflect on one specific class topic and identify areas for improvement; therefore, we encourage you to share your KTAP with your management.

- To receive credit you must turn in your KTAP within 10 business days of the last day of the UMCA Annual Conference. KTAPs received after the deadline will NOT receive credit. The KTAP must be completed and submitted no later than 5pm on October 9, 2015
- All KTAPS are submitted **electronically** to Professional Education at The University of Utah

<http://continue.utah.edu/proed/clerks>

Sample KTAP questions

1. Based upon the knowledge, ideas, and insights gained during the Institute, please provide a brief statement (one or two sentences), explaining what you would like to accomplish in your organization.
2. What must be done to transfer the information and ideas?
3. How will you accomplish the "what"?
4. Who else should be involved to ensure success?
5. What is your estimated time for successful transfer?
6. How will you measure the results of your plan?