

# Technical Transfer Reflection Worksheet

Sagebrush Technical Transfer Network | 2025

## What is the Technical Transfer Reflection Worksheet?

Learning from past successes and challenges is critical to strengthening your technical transfer efforts. This worksheet supports Step 5 (After Technical Transfer) of the [Technical Transfer Framework](#) to help you reflect on how your effort went. After you have completed your technical transfer effort, consider the questions below with your technical transfer team, reflecting on all steps of the Framework. Consider how things went and what you'd do differently next time. Use formal or informal approaches to getting feedback from your audience to inform your answers. Some methods include targeted one-on-one or small group sessions, interviews, or surveys. You may choose which questions are relevant to your effort and skip those that are not. Refer to the [Framework](#) for additional information on each step of the Framework as you reflect. After reflecting on your effort, consider synthesizing your lessons learned for the [Sagebrush Technical Transfer Network](#) as a Case Study.

## Before Technical Transfer

### ① DEFINE YOUR AUDIENCE AND MANAGEMENT NEED

To center your effort, identify the “for who?” and the “why?”

- A. *How did centering your audience and their management need influence the outcomes of your effort? What went well? What could you have done better?*
- B. *Did your audience reach your target on the Proficiency Pyramid? Was that target realistic? What aspects of your approach were most important in increasing proficiency?*

### ② DETERMINE IF TECHNICAL TRANSFER IS APPROPRIATE

Verify you are using the appropriate tool for your audience's needs

- A. *Did you experience any unexpected barriers to technical transfer that were not technical in nature? For instance, did a lack of trust among participants or policies limit actions that could be taken? If so, how did those affect tech transfer? Would additional work before technical transfer have helped create an environment more conducive to success?*



INSTITUTE FOR  
NATURAL RESOURCES

INTERMOUNTAIN WEST  
JOINT VENTURE

### ③ DEVELOP A TECHNICAL TRANSFER APPROACH

*Tailor your approach to your audience's needs and desired outcomes*

- A. *To what degree did your effort achieve success as you defined it during the planning process? What led to that success? What challenges did you face?*
- B. *How did you integrate, filter, and distill information across a body of knowledge? How did you avoid information overload? Is there anything that you would do differently next time?*

### During Technical Transfer

#### ④ IMPLEMENT TECHNICAL TRANSFER

*Follow your technical transfer approach and use best practices for a successful technical transfer effort*

- A. *To what degree did you stay focused on the most important information and reinforce your key take-homes? Was this approach effective at improving proficiency?*
- B. *How did you prepare for or adapt to unexpected changes that occurred during your effort? Did anything throw you off during the effort?*

### After Technical Transfer

#### ⑤ REFLECT ON YOUR SUCCESS AND THE NEED FOR NEXT STEPS

*Assess how you did and what's next*

- A. *What feedback did you get from your audience on your efforts? What did your audience think you did well? What did they think you could improve?*
- B. *What opportunities are there for you to follow up and provide additional support, or build and maintain relationships with your audience? What additional steps are needed to achieve success?*



INSTITUTE FOR  
NATURAL RESOURCES

INTERMOUNTAIN WEST  
JOINT VENTURE