ورشة
WORKSHOP X

SERVICE PROPOSAL FOR COMPANIES

Institutional Knowledge Capture and Transfer

We document the experience of founders, leaders and people in key roles, including how they work and make decisions, and turn it into guides and training materials that make it easier to hand over responsibilities within the organisation.

November 2026 workshopx.online

Who is it for?

Leaders and HR teams when responsibilities change hands or work procedures are updated.

Scope of work

- Structured interviews
- Following the work on site
- Reviewing the agreed documents
- Testing the guides with the teams concerned

Confidentiality and the use of materials are set out in the project agreement.

Service tracks

Founder's experience guide

A guide to key decisions and practices, with a case library and visual materials depending on scope.

Founder guide, decision library, short video explanations and a private knowledge base. 8 to 12 weeks.

Proposed fee: SAR 150,000 to 280,000

Employee experience transfer

A role guide, practical cases and a handover plan for the person taking over the role.

Role guide, case library, shadowing plan and a 30/60/90-day handover. 4 to 6 weeks.

Proposed fee: SAR 45,000 to 90,000

Work procedures review

Comparing procedures with actual practice, updating the guides and preparing introductory materials for the team.

Gap map, revised procedures and a training module. 6 to 10 weeks per department.

Proposed fee: SAR 90,000 to 180,000

How we work

01
Choose the roles and topics

02
Interview and observe practice

03
Prepare the guides

04
Review them with the team

05
Hand them over and train on their use

Next step

Request a call and we will arrange a short call to agree the scope, followed by a formal quotation.

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Email
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Riyadh
CR 4030307719 · ISO 9001:2015

Prices are proposed launch prices in Saudi riyals, excluding 15% VAT, and are confirmed in a formal quotation.