Transfers

Ideally I would introduce Stayman and transfers together in one session, but there is just too much to take in.
Also, I have sequenced Stayman before transfers in my improvers' scheme, but there is much to be said for introducing transfers first – the concept of 'two bids for the price of one' and giving specific information in a succinct way is easier than the various factors which might say that a Stayman bid is the correct course of action.

Context

This is specific to partner's opening bids of 1NT or 2NT (or 2♣, 2♦, 2NT) – in other words partner opened and his only natural bid was in no trumps.

The assumption is that a major suit contract based on an 8-card fit will in general be better (both score better and be safer) than a contract in no trumps – clearly there will be exceptions to this generalisation).

8-card fit

In the present module responder should show a 5-card (or longer) major if held. (Note that with a 4-card major Stayman is likely to be the correct course of action.)

Transfers

In response to a 1NT opening bid a bid of 2♦ promises at least 5 hearts and instructs partner to bid 2♥, and a bid of 2♥ promises at least 5 spades and instructs partner to bid 2♠.
Note that at the present stage I am not offering opener to 'break the transfer', but it should be clearly realised that he has no choice – partner is in charge – even if he holds only 2 cards in the implied suit.
I am also not looking into responder's 2S bid at this point. If you feel you must then introduce it as a puppet to 3C simply because that is what the rest of the Club does, but also emphasise that such a bid requires at least 6 cards in the minor, and that it is frequently better just to aim for 7 tricks in no trumps. Much better as an improver method is the non-standard system of 2♠ as a transfer to Clubs and 3♣ as a transfer to Diamonds as outlined in 'mjbridge.info/responder1NT/page62.html'. in this method opener will always find himself declaring the minor suit weak take-out, and it also opens up the possibility of game-going constructive sequences with a 5-card minor and a 4-card major.

Responder is in charge of the auction

Note that following opener's bid in no trumps responder is in charge of the auction.

Plan ahead

The important principle, as ever, is to plan ahead.
Responder should have a clear plan, either to transfer and then pass with a weak hand or to transfer and bid again with a stronger holding.
A transfer followed by a bid of 2NT shows a specified five-card suit in a balanced hand together with 11 or 12 points – a transfer into 3NT shows the same but with 13+ points – a transfer followed by a raise to the 3-level shows a 6-card suit with invitational values – a transfer followed by a raise to game again promises at least a 6-card suit, and a transfer followed by a new suit is always forcing, usually game-forcing.