

TRANSFER OF KNOWLEDGE TOOLS:

- ✂ Best Practices Meetings - Sharing the internal best practices of an organization
- ✂ Expert Interviews – Sessions where one or more people who are the resident experts in a particular program, project, etc. meet with others to share knowledge.
- ✂ Internships – formal arrangements where an experienced person passes along knowledge and skill to a novice.
- ✂ **Job Aids – Tools to help people perform jobs in real time – quick reference guides**
- ✂ Job Rotation – similar to cross-training; training by moving an employee from one workstation to another
- ✂ Knowledge Fairs – An event to highlight information about an organization or its topics.
- ✂ Knowledge Maps – Show information/knowledge available in an organization and where it is located.
- ✂ **Lessons Learned Debriefings - +/- – A way to identify, analyze and capture experiences, what worked well and what needs improvement, so others can learn from those experiences.**
- ✂ Training – Encompasses a large variety of instructor-led or self-directed activities designed to facilitate learning – classroom, simulations, role-plays, computer/web-based instruction, group exercises.
- ✂ Communities of Practice – “...distributed groups of people who share a common concern, problem, mandate, or sense of purpose. They can be used to facilitate the informal knowledge transfer that drives leadership development, productivity and innovation.”

