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 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** – +/-Δ – 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.”