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Preserving Knowledge

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National University of Political Studies and Public Administration

What is Preserving knowledge?



Source: image by Melike Benli from [Pexels](#)



- Also known as Knowledge Preservation
- Refers to the process of providing criteria and mechanisms for identifying and capturing the important expertise and information which are part of the organizational knowledge core
- Consists of identifying, capturing, validating, and formatting knowledge, with a deep focus on knowledge sharing, the essence of preserving knowledge

Knowledge represents an intangible and essential assets for learning organizations.

Knowledge management (KM) represents the process of managing process of managing knowledge creation, knowledge acquisition, knowledge transfer, knowledge sharing, knowledge transformation, knowledge use and knowledge documentation and storage. It is the process of managing knowledge dynamics in organizations.

Knowledge preservation is part of knowledge documentation and storage, and it is nurtured through a well-defined strategy for knowledge sharing. Preserving knowledge refers to the process of protecting and maintaining knowledge for future use. It involves capturing and documenting valuable information, ensuring its accessibility, and safeguarding it from loss or damage.

Preserving knowledge



Source: image by cottonbro studio from [Pexels](#)

Why is preserving knowledge important?

- Apart from the procedures, documents and repositories (explicit knowledge) most of an organization's knowledge is stored in people's heads (tacit knowledge), which is not easily accessible to others and can be easily lost



Preserving knowledge is essential provided that knowledge is a valuable resource for organizations that can be lost due to various factors such as technological challenges or unpredicted changes, organizational restructuring, or high employee attrition rate. Organizations need to preserve their knowledge to retain their intellectual capital, build on past experiences, and avoid reinventing the wheel.

How knowledge can be preserved

1. Define the types of knowledge that should be preserved:

- Tacit knowledge;
- Explicit knowledge.

2. Documentation:

- creating and maintaining comprehensive documentation of processes, procedures, and best practices;

3. Storage:

- archiving important documents, data, and other information in a secure and easily accessible manner for organization's members;

4. Knowledge Transfer:

- facilitating the transfer of knowledge from experienced employees to new hires or successors through collaboration and a well-defined structure in place;

5. Promote Knowledge Sharing:

- design a place where the process of exchanging information, insights, and experiences between individuals or groups within an organization can thrive.



Tacit knowledge is valuable for decision-making and problem-solving in complex situations. It is expertise learned through experience or intuition.

Explicit knowledge is formally described and represented by procedures, strategies, and documents that store organizational information.

Knowledge documentation instruments include wikis, knowledge bases, document management systems, content management systems, video/audio recording tools, and project management tools.

Knowledge storage instruments include databases, information systems, document management systems, knowledge management systems, intranets, wikis, social media platforms, training and development programs, mentoring and coaching programs, and performance support tools.

Knowledge sharing involves creating a comfortable environment for employees to share their knowledge through meetings, workshops, mentoring, and social media platforms.

Knowledge transfer ensures knowledge isn't lost when employees leave or retire and can be done through training programs, coaching, or mentoring.

Ways to make knowledge sharing a routine within an organization



1. Hold Exit Interviews and Stay Interview
2. Create a Community of Practice
3. Promote Storytelling
4. Encourage cross-functional collaboration
5. Provide training
6. Understanding knowledge entropy
7. Make the most out of technology

Source: image by Ivan Samkov from [Pexels](#)



Knowledge sharing is the exchange of information, skills, expertise, and ideas within and between organizations. It enhances learning, innovation, decision-making, and problem-solving. It is a vital factor in successful Knowledge Management strategies, improving job performance, intellectual capital, competitiveness, and reducing operational costs (Mohajan, 2019).

Strategies for knowledge sharing include exit and stay interviews, creating communities of practice, promoting storytelling, encouraging cross-functional collaboration, providing training, understanding knowledge entropy, and utilizing technology for easy access to knowledge.

Knowledge management involves various types of knowledge transfer, including sharing and intergenerational transfer. It encompasses rational, emotional, and spiritual knowledge. Knowledge entropy helps measure complexity and guide strategies for increased innovation and intelligent organizations.

Sources to find out more!

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We recommend checking these resources for additional information on preserving knowledge.



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More about the project:
knowmanproject.eu

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