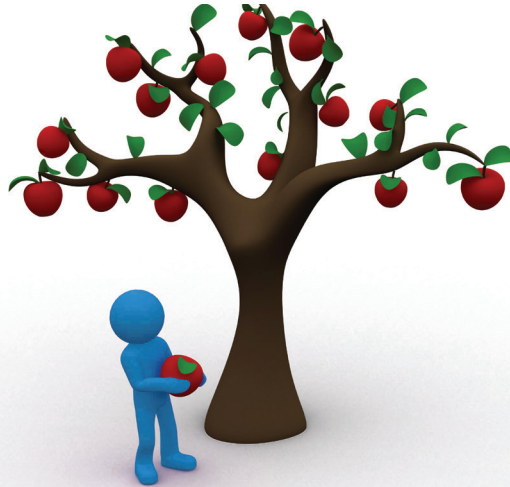


# Knowledge Harvesting

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4 hours



A structured approach to help an organisation understand and record the knowledge and experience of people, often before they leave or move roles.

# Knowledge Harvesting:

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The key stages in knowledge harvesting are;

- Identification of key knowledge areas
- Confirmation of the individuals who have this key knowledge
- Preparation for the knowledge harvest
- Knowledge harvest interview, typically 4 hours
- Initial packaging of the material
- Approval of the material by the interviewee
- Creation and then publication of the knowledge asset

Consult the Surrey and Sussex Healthcare NHS Trust knowledge retention and transfer leaver's toolkit <https://rebrand.ly/sashleavertk>.

**How to undertake a knowledge harvesting interview:**

**1. Start early**

The whole process from identifying an interviewee to launching a knowledge asset typically takes around 7 weeks.

**2. Ask the right questions**

Input from the recipients for the expert's knowledge helps to ensure the knowledge asset will be of maximum benefit to them.

**3. Decide the best way to package this knowledge**

Make the harvested knowledge available for the organisation or team as a knowledge asset.