

# EMPLOYEE'S KNOWLEDGE LIFE CYCLE

## STAGE 1: IDENTIFY LEARNING NEEDS

- ▶ Onboard and identify new employee's learning needs and plan for their development
- ▶ Identify supports and contacts in the organization to help them be successful

## STAGE 2: LEARN

- ▶ Expose employees to corporate knowledge in different ways (documented materials, one-on-one meetings, mentoring, job shadowing and collaboration)
- ▶ Promote and enable a learning environment by removing the barriers to sharing knowledge and learning information

## STAGE 3: CREATE AND INNOVATE

- ▶ Employee reaches full productivity
- ▶ Employee creates new knowledge by participating in work activities

## STAGE 4: USE AND SHARE KNOWLEDGE

- ▶ Knowledge creation, knowledge transfer and mentoring
- ▶ Employee becomes subject matter expert and the source of critical knowledge

## STAGE 5: KNOWLEDGE SUCCESSION

- ▶ Employees perform knowledge transfer and mentoring
- ▶ Establish succession plans
- ▶ Identify potential legacy goals
- ▶ Ensure the continuity of knowledge

## STAGE 6: OFF BOARD AND LEGACY

- ▶ Final knowledge capture and transfer
- ▶ Execute succession plans
- ▶ Support onboarding of successor or transition plans