

# Checklist: 18 Ways to Encourage Knowledge Sharing in Your Organization

How many of these strategies have you tried? Check off the ones you've used in your organization, and think about the ones you want to test.

## Strategies to Encourage Knowledge Sharing in Your Organization

- ☐ Set up coffee stations throughout the office.
- ☐ Rearrange one of your conference rooms to create an informal environment for brainstorming.
- ☐ Add cafe tables and casual group seating to high traffic areas.
- ☐ Block off time for team members to contribute content to your knowledge sharing platform.
- ☐ Schedule off-site meetings for a change of scene.
- ☐ Schedule weekly or monthly brainstorming sessions. Add your notes from these sessions to your knowledge sharing platform.
- ☐ Organize team-building events with employees from different teams.
- ☐ Encourage employees to eat lunch together at least once a week.
- ☐ Provide a shoutout (in an email, comment, or company meeting) when someone contributes a great piece of content to your knowledge sharing platform.
- ☐ Give a small bonus to the employee who contributes the most highly used piece of content for the quarter.
- ☐ Use gamification and give small rewards for achieving different milestones, such as contributing 10 pieces of content to the company knowledge base.
- ☐ Host a quarterly scavenger hunt in your knowledge sharing platform.
- ☐ Assign new hires a mentor who can encourage them to contribute to your knowledge sharing culture.
- ☐ Seek out the opinions of new hires so they become comfortable contributing their ideas.
- ☐ Have subject matter experts record short videos where they share best practices or walk through a process.
- ☐ Encourage employees to do a short write-up (and post it to your knowledge sharing platform) after completing a project.
- ☐ Tag knowledge sharing platform users in questions or posts when you think they have something valuable to contribute.
- ☐ Have an executive champion share a weekly update

**If you don't have a platform for effectively sharing knowledge across your organization, it's time to change that.**

**Schedule a demo to see how Bloomfire can help you and your team do you best work: [bloomfire.com/demo-bloomfire](https://bloomfire.com/demo-bloomfire)**

Bloomfire is the leader in knowledge engagement, delivering an experience that connects teams and individuals with the information they need to do their jobs. Our cloud-based knowledge engagement platform gives people one centralized, searchable place to engage with shared knowledge and grow their organization's collective intelligence. For more information or to schedule a demo, visit [www.bloomfire.com](https://www.bloomfire.com).