

Checklist: 16 Ways to Encourage Remote Teams to Share and Engage with Knowledge

Effective knowledge sharing and engagement is essential when team members are spread out across different locations. Use the recommendations below to help eliminate knowledge silos and keep teams connected.

Strategies to Encourage Knowledge Sharing Across Dispersed Teams

- ☐ Schedule regular videoconference check-ins with team members so that everyone can share what they're working on that day or week.
- ☐ Block off time for team members to contribute content to your knowledge sharing platform.
- ☐ Provide a shoutout (in an email, comment, or company meeting) when someone contributes a great piece of content to your knowledge sharing platform.
- ☐ Use gamification and give small rewards for achieving different milestones, such as contributing 10 pieces of content to the company knowledge base.
- ☐ Give a small bonus to the employee who contributes the most highly used piece of content for the quarter.
- ☐ Host a quarterly scavenger hunt in your knowledge sharing platform.
- ☐ Create a virtual watercooler channel in Slack or Microsoft Teams. Allowing space for socialization strengthens relationships and encourages future knowledge sharing.
- ☐ Seek out the opinions of new hires so they become comfortable contributing their ideas.
- ☐ 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.
- ☐ Add comments or ask questions about the content your team members have shared in your knowledge engagement platform.
- ☐ Define and document how you will use different communication channels.
- ☐ Encourage coworkers to post questions to your knowledge engagement platform rather than emailing or messaging you directly when the answer will benefit others.
- ☐ Send a weekly email newsletter with the latest updates from your knowledge engagement platform.
- ☐ Have subject matter experts record short videos where they share best practices or walk through a process.
- ☐ Have an executive champion share a weekly update through a short post or video in your knowledge engagement platform.

If you don't have a platform for effectively sharing knowledge across your dispersed teams, 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

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.