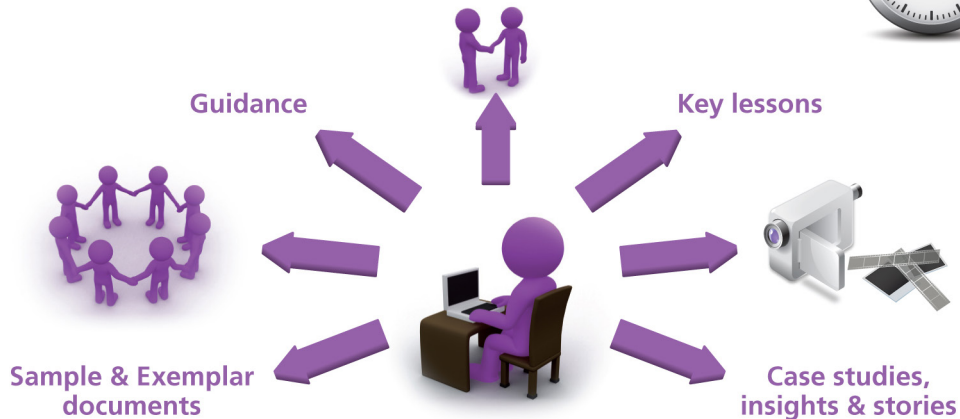


Knowledge Assets



Knowledge and experience, captured and packaged in one place to be of maximum use to people who could benefit from that knowledge in the future. Knowledge Assets contain: advice, guidance, and best practice, key lessons learned, case histories enlivened by first hand stories, key contacts and subject experts, sample and exemplar documents; anything that will help people work smarter with the benefit of knowledge.

Knowledge Assets

Knowledge Assets should be exciting, enticing, easy to read and easy to assimilate. The knowledge needs to be presented in bite-sized chunks, in an intuitive way, illustrated with diagrams, videos and pictures, and easily cross referenced.

1. Identify an audience for your knowledge asset
2. Ensure there is clarity about what the knowledge asset is all about
3. Ideally a knowledge asset should be owned by a community of practice
4. Collate existing material and design the structure
5. Add context to allow users to understand purpose and relevance of the knowledge asset.
6. Add navigational aids
7. Emphasise links to people
8. Validate the knowledge asset
9. Publish it!
10. Maintain it

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KM Toolkit: <http://kfh.libraryservices.nhs.uk/knowledge-management/>