Knowledge Management in the Department of Safeguards

Knowledge Retention and Transfer for Planned Staff Separations

KM staff facilitate the processes to ensure critical knowledge is retained

WHAT
What knowledge needs to be retained?

CRITICAL KNOWLEDGE
- Risk assessment
- Interviews
- Identification
- Prioritization

HOW
How to capture the knowledge?

METHODS
- Consider type of knowledge
- Identify appropriate KT methods
- Determine recipients
- Develop plan

RETAIN & TRANSFER
Implement knowledge transfer methods

IMPLEMENTATION
- Knowledge briefings
- Q & As
- Training
- Storytelling
- Briefings
- Documentation

ASSESS
Assess and refine the methodology

ASSESSMENT
- Evaluate
- Learn
- Improve

End of Service

Knowledge management should be addressed in processes throughout the employee lifecycle

Recruitment

Orientation & Induction

Training & Development

Performance Management

Work Processes

IAEA Authors: Snezana Konecni, Judith Carrillo de Fischer and Jo Dee Martinez