

Hybrid Work Norm Guidelines

Summer 2022

KNOWLEDGE-SHARING

Guiding principle: To ensure that all team members understand their collective responsibility in knowledge-sharing and management

Reassess your team's current knowledge management systems and processes.

- What knowledge-sharing systems are used and accessible to the appropriate people throughout the team?
- For increased effectiveness, how can you consolidate tools and have everyone commit to the chosen few?
- Are they updated in real-time? Who's doing the updates?

Discuss a foundational structure that can be formalized now and refined over time.

Below is a sample setup from GSE HR:

Category	Tool
Email & Calendar Management	Outlook
File Management	Dropbox
Project Management	Trello
Online Chats	Teams
Video Calls	Zoom
Scheduled Check-ins	Wednesdays and Fridays

Create an online space for people to informally and regularly share what they are working on.

This can enhance community and performance by increasing engagement, visibility, accountability, and opportunities for recognition. Ideas include:

- First 5-10 minutes of regular team meetings
- Team's project management tool
- Microsoft Teams' group chat channel

For more tip-sheets and information on the following Hybrid Work Norm Guidelines, go to [GSE HR's Learning & Development webpage](#):

- Overview
- Knowledge-Sharing
- Communicating Schedules
- Setting up Meetings
- Quiz: What Type of Meeting Makes Sense for You?
- Online Meetings
- In-Person Meetings
- Hybrid Meetings