



# The What, When, And How Behind Using A Knowledge Management System Summary

## Summary

- **Start of the chat. [0:03](#)**
  - Welcoming everyone to the podcast.
  - Part of knowledge management is sharing the story.
  - Low-tech and high-tech knowledge management tools.
- **Sharing knowledge across multiple companies. [3:55](#)**
  - Shannon wants to hear from a problem perspective.
  - Kathy wants to know how sharepoint is used.
  - Moving to lms 365 and sharepoint.
  - How to use Sharepoint for learning and development.
- **Using sharepoint to organize knowledge. [9:16](#)**
  - Organizations need methodology or process to take it to the next level.
  - Sharing across departments and external parties.
  - Communication is the first step in knowledge management.
  - Learning management systems as knowledge management systems.
  - Teams as a robust tool for Microsoft 365.

- Teams in the wayback machine.
- **The team structure for slack. [16:00](#)**
  - Team structure for slack users.
  - How to personally search for information in the workplace.
  - Abandoned sharepoint for now, focus on teams.
  - Two different experiences for people, browser-based and team-based.
- **The team vs. sharepoint vision. [20:41](#)**
  - The sharepoint vision of the microsoft office suite.
  - Collaborative conversations within teams.
  - Connecting people to knowledge in a less disruptive way.
  - How people get added to teams.
- **Using onenote in conjunction with Lms 365. [26:37](#)**
  - Using onenote in conjunction with teams and calendar functions.
  - Using onenote as a collaborative tool.
  - Onenote within teams or onenote on desktop.
  - Slack has the bookmarking feature for teams.
- **What are you trying to achieve with knowledge management? [31:20](#)**
  - Nathan is working on a library for his company.
  - The largest challenge is keeping track of content.
  - Making libraries more sensible and synchronized.
  - How to build cohesiveness in a large organization.
- **What goes on teams vs what goes on spark. [36:10](#)**
  - What goes on teams vs what goes on spark.
  - How spark links back to teams.
  - Cross-pollination of content from lms to spark.
  - Stella's thoughts on the ease of finding content.
- **How to raise awareness about the need to update information. [41:54](#)**
  - No one wants to see the work of updating.
  - High priority, high use, high impact.
  - The four quadrants to focus on.
  - Connecting people with the information needed to succeed.
  - Thank you to don becker for being with us today.
  - Resources for today's call