

DISCUSSION GUIDE

KNOWLEDGE SHARING



Name:

Partner:

Date:

TRAINING is one way to acquire skills, but learning theory suggests that formal training should make up only 10% of your learning, with an additional 20% from coaching or mentoring. The remaining 70% (the majority of your development) should come from sources of on-the-job learning. This peer knowledge sharing process is a form of social learning that promotes cross-pollination of best practices and joint problem solving across our team.

PREPARATION

You have been assigned a learning partner and a time when you will interview one another. In preparation for that session, please answer the following questions:

1. Consider your previous week. What was the most challenging thing you tackled?

2. With the benefit of hindsight, how could your approach have been improved?

3. What was your biggest success last week? What are you most proud or excited about?

4. How could you replicate or add to that success in the future?

Inspired by: Sandvik, J. J., Saouma, R. E., Seegert, N. T., & Stanton, C. T. (2020). Workplace knowledge flows*. The Quarterly Journal of Economics, 135(3), 1635–1680. <https://doi.org/10.1093/qje/qjaa013>

INTERVIEW

Use the following questions to interview one another. Allow the conversation to flow naturally and explore ideas and options for increasing your effectiveness. When the first interview is done, swap roles. Document your key insights and any actions you will implement, below.

1. What were your biggest successes last week? In which parts of your job do you feel you've found ways to be efficient and effective?
2. How might you extend that approach to other tasks? How could I apply it in my role?
3. What was your most challenging activity last week?
4. How are you thinking differently about it now? What might you do differently next time?

INSIGHTS & ACTIONS

Strategies, tactics, and approaches I want to try:

Before concluding, share your insights and commitments and decide if (and when) you want a follow-up conversation.