1. Record Nr. UNINA9910783280603321 Autore Groff Todd R Titolo Introduction to knowledge management [[electronic resource]]: KM in business / / Todd R. Groff and Thomas P. Jones Amsterdam: Boston: Butterworth-Heinemann, c2003 Pubbl/distr/stampa **ISBN** 1-136-39241-6 1-281-01466-4 9786611014667 1-4294-8418-7 0-08-049578-8 Descrizione fisica 1 online resource (187 p.) Altri autori (Persone) JonesThomas P Disciplina 658.4/038 Soggetti Knowledge management Lingua di pubblicazione Inglese **Formato** Materiale a stampa Livello bibliografico Monografia Description based upon print version of record. Note generali Includes bibliographical references and index. Nota di bibliografia Front Cover; Introduction to Knowledge Management: KM in Business; Nota di contenuto Copyright Page; Contents; Chapter 1. Introducing KM; How to Use This Book; What Is Knowledge Management?; Data, Knowledge, and Information; Knowledgebases; Making Tacit Knowledge Explicit; Making Explicit Knowledge Retrievable; Project Planning; The Scope Document; Chapter 2. Personal KM; Thoughts on KM; Getting Started without a Corporate KM Initiative; Planning Your Personal Knowledgebase; Organizing Your Information; Six Action Elements of Your Info Workflow; Capture; Corroborate; Organize; Secure; Analyze; Collaborate Chapter 3. Capture and CorroborateCapture; Cost of Capture; Dealing

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Sommario/riassunto

This book introduces readers to a wide range of knowledge management (KM) tools, techniques and terminology for enhancing innovation, communication and dedication among individuals and workgroups. The focus is on real-world business examples using commonly available technologies. The book is set out in a clear and straightforward way, with definitions highlighted, brief case studies included that illustrate key points, dialogue sections that probe for practical applications, and written exercises. Each chapter concludes with discussion questions, review questions, and a vocabul