

[DOI: 10.20472/IAC.2015.019.120](https://doi.org/10.20472/IAC.2015.019.120)

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## **AN APPLICABLE PROGRAM FOR DOCUMENTATION OF THE EXPERT'S EXPERIENCES IN OUR ORGANIZATION**

### **Abstract:**

These days one of the main concerns of organizations is the issue of high experienced managers and experts who are transferring from their company imposes a big loss on organization. while effective performance of an organization in a competitive situation depends highly on awareness of past mistakes and learning from them .Documenting intangible experience of the expert paves the way for organizational learning and consequently better performance of organization.

In order to acquisition, documentation and codification, transfer, share and use of the organizational experience, we need to have a suitable and practical model with high validity. This article offers a practical framework to gain and document knowledge from experience of the experts in the organizations. This model has experimentally been used by institute for international energy studies (IIES) for acquisition and documenting experience of 45 experts and managers of Islamic Republic of Iran's petroleum industry and necessary modifications of the model have been done based on obtained results. this model includes five main stages: 1 - recognition, 2 -training, 3 - knowledge acquisition, 4-knowledge editing, 5 - knowledge management data base designing and knowledge electronic packaging.

### **Keywords:**

Knowledge, experience, knowledge acquisition, knowledge management, documentation, petroleum industry, I.R.Iran.