



# Knowledge Management

"Knowledge is power" Sir Frances Bacon



## Overview

Today's culture thrives on knowledge. Possessing knowledge gives advantages in making the right decision or strategy to implement. Organisations have a wealth of knowledge accessible through the people they touch internally. Organisations that allow knowledge to go unmanaged may be giving their competitors the upper hand in the market. The organisation that is able to capture, store, and retrieve knowledge effectively is then capable of learning as an organisation. This course will teach learner how to initiate a knowledge management programme at work.

## Who this course is for

This course is intended for middle and senior managers, or project teams involved in the change process to gain a solid grasp of common KM principles.

## Course outline

- Topic 1: Understanding Knowledge Management
- Topic 2: Dos and Don'ts
- Topic 3: The Knowledge Management Life Cycle
- Topic 4: The New Knowledge Management Paradigm
- Topic 5: Knowledge Management Models
- Topic 6: Building a Knowledge Management Rationale
- Topic 7: Customising Knowledge Management Definitions
- Topic 8: Implementing Knowledge Management in your Organisation
- Topic 9: Tips for Success
- Topic 10: Advance Topics

### By the end of this course, learners should be able to:

- Understand the basic concept of Knowledge Management (KM)
- Identify the do's and don'ts of KM
- Identify the KM life cycle
- Identify the new KM paradigm
- Identify the KM models
- Understand how to build a KM rationale for their company
- Understand how to customise KM definitions
  - Identify the steps to implementing KM in their organisation
  - Identify tips for success
- Understand the advance topics in KM



√ Course Level	Short Course
√ Course Hours	8 hours
√ Course Standard Price	£85

### Applies towards the following certificate(s) and award(s)

- Building Skills for Entrepreneurs
- Effective Managerial Skills Diploma