

## KNOWLEDGE MANAGEMENT (KM) TRAINING

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**Knowledge  
Management  
(KM)**



**COURSE LENGTH: 1.0 DAYS**

This Knowledge Management (KM) training course teaches you how to implement an efficient method of collecting and using the informational assets and intellectual resources of the employees for the purpose of assisting in organisational success. This Knowledge Management course from PD Training teaches you how to create a system that captures knowledge purposefully for incorporation into business strategies, policies and practices at all levels of the organisation.

This course helps construct the knowledge base of the organisation by improving, systematising, retaining and making use of the intellectual resources of its employees. Such intellectual resources are acknowledged as an important competitive edge and a driver of effectiveness for every organisation.

The PD Training Knowledge Management Training Course gives you the ability to develop a knowledge management model, understand the life cycle of information, learn the rationale behind information management and the implementation and customisation of knowledge management systems..

This course is available now throughout New Zealand, including Auckland, Wellington and Christchurch. Please click the "Group Booking Quote" button to receive a free quote for courses delivered at your preferred location.

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## KNOWLEDGE MANAGEMENT (KM) TRAINING COURSE OUTLINE

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### FOREWORD

Today's culture thrives on knowledge. Possessing knowledge gives advantages in making the right decisions or strategies to implement. The Internet distributes knowledge at split-second rates while laptops, tablets and smart phones bring knowledge to our fingertips in an instant. As the old adage says, "knowledge is power."

Organisations have a wealth of knowledge accessible through the people they touch internally (employees) and externally (customers). 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. A learning organisation is one where employees are empowered to change and develop new methods, thoughts, and strategies that will advance the mission of their organisation.

Knowledge Management is the establishment of a system that captures knowledge purposefully for incorporation into business strategies, policies, and practices at all levels of the company. This course will teach participants how to initiate a knowledge management program at work. When it comes to knowledge management, any organisation is able to implement a strategy. Wherever there are humans working together for one goal, there is knowledge to be harvested, stored and dispensed as required.

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### OUTCOMES

**After Completing this Course Participants will Have Learned to:**

- Describe the concepts behind knowledge management (KM)
  - Examine the Do's and Don'ts of successful knowledge management
  - Interpret the knowledge management lifecycle
  - Identify the knowledge management paradigm
  - Learn about the knowledge management models
  - Build a rationale for KM in a company
  - Develop a KM implementation in a company
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### MODULES

#### Lesson 1: Getting Started

- Workshop Objectives

#### Lesson 2: Understanding Knowledge Management (KM)

- What is Knowledge
- What is Knowledge Management
- A Brief History
- Applications in the Workplace

### Lesson 3: Do's and Don'ts

- Data, Information and Knowledge
- The Tacit Mode

### Lesson 4: The KM Life Cycle

- Understanding Episodes
- Acquisition
- Knowledge
- Integration

### Lesson 5: The New KM Paradigm

- Paradigms of the Past
- The New Paradigm
- Implications and Applications
- The Knowledge Management End Game

### Lesson 6: KM Models

- The Nonaka and Takeuchi Model (SECI)
- Wiig Model
- Kakabadse Model
- Boisot Model

### Lesson 7: Building a KM Rationale

- Why Rationale is Necessary
- Building a Business Case
- Finding Success Stories
- The Commodisation/Customisation Model

### Lesson 8: Customising KM Definitions

- Components of a Knowledge Management Definition
- Customising the Components
- Creating a KMBOK

### Lesson 9: Implementing KM in Your Organisation

- Gathering Support
- Identifying Opportunities for Revenue Streams
- Key Knowledge Management Techniques
- A Map for Success
- The No-Budget Scenario

### Lesson 10: Tips for Success

- About the Chief Knowledge Officer
- Knowledge Management Skill Checklist
- The Knowledge Management Imperative
- The Hype Curve
- Barriers and Helpers to Success

### Lesson 11: Advanced Topics

- The Knowledge Management Maturity Model
- Absorptive Capacity
- Rustiness
- Process Model Types

### Lesson 12: Wrapping Up

- Words from the Wise
- Action Plans and Evaluations

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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)