PRESERVING ORGANIZATIONAL WISDOM: FUNDAMENTALS OF KNOWLEDGE MANAGEMENT FOR LEADERS

LEVEL	DURATION	DELIVERY	
leaders at all levels	3 hours	in-person and virtual	On-the-job Training, Recently Added

This interactive 3-hour course provides mid- to senior-level leaders with a foundational understanding of the tools and techniques to establish KM practices in their teams and manage and transfer critical organizational knowledge. Participants will explore a step-by-step KM framework, learn best practices for capturing and sharing knowledge, and leave with an understanding of how to build an actionable plan tailored to their organization's needs. The session is highly practical, with a focus on solutions that can be implemented using existing tools and systems. There is no "one size fits all" approach to knowledge management, but with an understanding of foundational elements and key considerations, an organization can build an effective blueprint for stewarding its most important knowledge assets thereby maintaining continuity and improving efficiency and effectiveness. Whether you're a leader navigating staff transitions, succession planning, or organizational restructuring, this session will provide a framework for managing the critical information and insights that drive success in your team, emphasizing solutions that require minimal new investment and make the most of your existing organizational resources.

COURSE OVERVIEW

COURSE OUTCOMES

- An **in-depth understanding** of why knowledge management is essential for organizational resilience.
- **Practical strategies to identify, capture, and preserve** essential organizational knowledge.
- **Methods for storing and organizing information** so it remains accessible and useful.
- Techniques to encourage a **culture of ongoing knowledge sharing and collaboration.**
- A **concrete action plan** customized for your organization's specific knowledge management needs.

BUSINESS NEED

As organizations experience increasing retirements, employee transitions, and restructuring, they risk losing critical organizational knowledge and experience. Without proactive strategies, essential information, processes, and insights are easily lost, resulting in reduced efficiency, costly mistakes, and disruption of continuity. Knowledge Management (KM) provides leaders with effective methods to systematically capture, retain, and share vital organizational knowledge. By learning and applying foundational KM practices, organizations can maintain continuity, accelerate onboarding, support succession planning, and ensure ongoing access to important insights and expertise

COURSE DETAILS

Delivery Methods

Virtual: 15 participants

In-person: 15 participants

FIELD OF STUDY:

COURSE LEVEL:
leaders at all levels

LEARNING METHODS:
exercises activities
practice activities
presentation

EQUIPMENT:
CI's virtual platform

SUGGESTED PREREQUISITES:

RECOMMENDED FOLLOW-UP:
Records Management