



# إدارة المعرفة: دورة تدريبية في رفع كفاءة وإنتاجية المؤسسات

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### 'Knowledge Management Tools and Techniques' Course Overview:

In the era of digital revolution, 'Knowledge Management Tools and Techniques' course offers a comprehensive knowledge management course syllabus, designed to facilitate the acquisition, organization, utilization and sharing of knowledge. It underscores the importance of information and knowledge management course, instilling participants with the ability to optimize the use of organizational data. As a knowledge management qualification course, it provides a robust framework to transform tacit and explicit knowledge into business solutions. With a distinctive knowledge management course description, it encourages effective training and knowledge management. This knowledge management training course redefines conventional training knowledge management by integrating interactive and engaging tools for enhanced learning.

### Target Audience:

- Knowledge Managers looking to strengthen their understanding of knowledge management training courses.
- IT Managers desiring to implement effective training and knowledge management.
- Team Leaders keen on incorporating knowledge management tools and techniques for better team coordination.

### Targeted Organizational Departments:

- Knowledge Management Department for better alignment with organizational goals.
- IT Department to facilitate the effective deployment and use of knowledge management tools.
- Human Resources Department to promote training knowledge management, improving employee productivity and efficiency.

## Targeted Industries:

- IT Services Industry can leverage this knowledge management course to enhance data management and decision-making process.
- Manufacturing Industry can apply the principles of this information and knowledge management course to streamline processes and reduce errors.
- Healthcare Industry can benefit from this knowledge management training course to manage and utilize patient data effectively.

## Course Offerings:

Participants will gain:

- A comprehensive understanding of the knowledge management course syllabus.
- In-depth knowledge of information and knowledge management course techniques.
- Practical applications of the knowledge management qualification course.
- A clear understanding of the knowledge management course description.
- Skills to implement effective training and knowledge management.

## Training Methodology:

The training methodologies for 'Knowledge Management Tools and Techniques' includes a blend of case studies, group work, interactive sessions, and feedback sessions. These methodologies have been incorporated to ensure a thorough understanding of the knowledge management course syllabus. With an emphasis on practical applications, this information and knowledge management course focuses on interactive learning, encouraging participants to apply the concepts in real-time scenarios. The approach of this knowledge management qualification course revolves around experiential learning, making it an ideal knowledge management training for individuals and organizations alike.

## Course Toolbox:

- Comprehensive Workbook with detailed knowledge management course syllabus.
- Access to Software for practical implementation of the knowledge management qualification course.
- Reading materials providing insights into effective training and knowledge management.
- Online resources for additional learning.

## Course Agenda:

### Day 1: Introduction to Knowledge Management and Essential KM Methods & Tools

- Topic 1: Overview of knowledge management course syllabus •
- Topic 2: Understanding Brainstorming in Knowledge Management •
- Topic 3: Techniques for effective Learnings and Ideas Capture •
- Topic 4: Practical use of Peer Assist in knowledge management training courses •
- Reflection & Review: Discuss the relevance of brainstorming, learning capture, and peer assist in training and knowledge management. •

### Day 2: KM Methods & Tools for Effective Learning and Collaboration

- Topic 5: Exploring Learning Reviews as part of information and knowledge management course •
- Topic 6: The power of Storytelling in knowledge management •
- Topic 7: Designing Collaborative Physical Workspaces for better knowledge management •
- Topic 8: Using the APO Knowledge Assessment Tool for effective knowledge management training •
- Reflection & Review: Reflection on the use of storytelling, learning reviews, collaborative spaces, and APO tools in the context of a knowledge management qualification course. •

### Day 3: Advanced KM Methods & Tools

- Topic 9: Understanding the importance of Knowledge Café in knowledge management training courses •
- Topic 10: Building effective Communities of Practice •
- Topic 11: Leveraging Cloud Computing for efficient training knowledge management •
- Topic 12: Organizing Document Libraries leading to a Document Management System •
- Reflection & Review: Review the day's learning on knowledge cafes, communities of practice, cloud computing, and document management in knowledge management training. •

## Day 4: Digital Tools for Knowledge Management

- Topic 13: Utilizing Knowledge Bases Wikis, etc. •
- Topic 14: The role of Blogs and Social Network Services in training and knowledge management •
- Topic 15: Effective use of Video Communication and Webinars •
- Topic 16: Advanced Search Tools for efficient knowledge management training •
- Reflection & Review: Reflect on the day's learning of digital tools and their application in training knowledge management. •

## Day 5: Advanced Tools and KM Framework

- Topic 17: Building Knowledge Clusters and Expertise Locator/Who's Who •
- Topic 18: Developing a Knowledge Worker Competency Plan •
- Topic 19: Implementing KM Maturity Model as part of the knowledge management qualification course •
- Topic 20: Knowledge Mapping and Mentor/Mentee Scheme •
- Reflection & Review: Review the week's learnings and how they translate into effective training knowledge management. •

## How This Course is Different from Other 'Knowledge Management Tools and Techniques' Courses:

This course is unique in its design and implementation. Unlike conventional knowledge management training courses, it offers a comprehensive knowledge management course syllabus, incorporating the latest trends and practices. Its focus on information and knowledge management course content, equips participants with the skill to manage both tacit and explicit knowledge efficiently. It stands out as a knowledge management qualification course, providing a certification that is recognized industry-wide. Its well-defined knowledge management course description provides clarity on the course objectives and deliverables, making it easier for participants to align their learning objectives. Lastly, it is one of the few knowledge management training courses that incorporate interactive and practical methodologies for effective training knowledge management.



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HR TRAINING &  
DEVELOPMENT

دورات إدارة و تطوير الموارد البشرية



دورات إدارة و تحليل البيانات ودورات علم  
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دورات إدارة الجودة وتطوير العمليات



الدورات التدريبية في مجال البيئة والاستدامة



دورات التسويق وإدارة علاقات العملاء وإدارة  
المبيعات



دورات التدريب القانوني والمشتريات  
والتعاقدات



دورات الاتصال الجماهيري و السياسات  
والعلاقات العامة



دورات الذهن السيبراني ودورات تقنية  
المعلومات



دورات الصيانة ودورات المجالات الهندسية  
المختلفة



دورات الصحة والسلامة والذهن المهني



دورات السكرتارية و إدارة المكاتب



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## فئات الدورات التدريبية



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دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
المالية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقة

## مدن التدريب



أوسلندا - هولندا



أكرا - غانا



أثينا - اليونان



أبوظبي - الإمارات العربية المتحدة



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



إسطنبول - تركيا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



الرياض - المملكة العربية السعودية



بانكوك - تايلند



بالي - جمهورية إندونيسيا



باكو - أذربيجان



باريس - فرنسا

## مدن التدريب



بورنو - البرتغال



برلين - ألمانيا



برشلونة - إسبانيا



براغ - جمهورية التشيك



جاكرتا - جمهورية إندونيسيا



تورنتو - كندا



تيليسي - جورجيا



بوكيت - تايلاند



روما - إيطاليا



دبي - الإمارات العربية المتحدة



جوهانسبرغ - جنوب إفريقيا



جنيف - سويسرا



سيول - كوريا الجنوبية



سنغافورة - سنغافورة



سان دييغو - الولايات المتحدة الأمريكية



زنجان - تنزانيا

## مدن التدريب



طشقند - أوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة الأمريكية



شرم الشيخ - مصر



فرانكفورت - ألمانيا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



طوكيو - اليابان



لانكاوي - ماليزيا



كيب تاون - جنوب إفريقيا



كوالالمبور - ماليزيا



فريبورغ - النمسا



مدريد - إسبانيا



ماربيا - إسبانيا



لندن - المملكة المتحدة



لشبونة - البرتغال

## مدن التدريب



ميونخ - ألمانيا



ميلان - إيطاليا



مونترو - سويسرا



مسقط - سلطنة عمان



نيس - فرنسا



نيروبي - كينيا

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



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