



## This course is ideal for...

Anyone with responsibilities for Information and Knowledge management with limited KM experience, but with a good understanding of the business operations and its operating environment. This course will suit people:

- From any background with a need to build their understanding of KM, and particularly seeking practical guidance for implementing a KM programme
- From a library, archives background to understand the linkage between information, knowledge and records management
- From HR, Business Change, and Learning and Development background to enable them to understand how the organisational environment and culture can promote KM practices to benefit the organisation's goals and objectives
- From a programme and project management perspective, to enable them to understand the value add from various KM techniques as part of their processes to ensure knowledge is fed back into the functional teams
- From an IT and developer background to enable them to understand the technical requirements of the users and support them in a practical KM environment.

# Knowledge Management

Understand the tools and techniques to harvest and retain knowledge.

**Earn your KM Specialist from AIIM - in just 1 day!**  
London, 21st June 2016

Join AIIM and your peers for a very special, 1-day accelerated Knowledge Management Specialist class. You'll acquire the necessary skills to:

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|---|--|
| ■ Philosophy and Practice                             | ■ Understanding the benefits   |
| ■ Knowledge audit and knowledge cycle                 | ■ Identifying when it is cost-effective to invest in knowledge harvesting activities |
| ■ Practical techniques for knowledge harvest/capture  | ■ Making sure the knowledge is reused  |
| ■ Knowledge transfer and knowledge retention/re-use   | ■ Choice and delivery of tools and techniques  |
| ■ Understanding the barriers and how to overcome them | ■ KM measures of success   |

### Price:

**AIIM Members: £350**

**Non Members: £400**

Fee includes: course instruction, 6 months access to online training modules and the online Specialist exam.

### Venue:

IBIS London Earls Court (ILEC)

Address: 47 Lillie Road, Earl's Court, London, SW6 1UD, UK

### Class Instructors

**John Seeley, AIIM Trainer**

**Naina Visani, AIIM Trainer**

John Seeley & Naina Visani have worked on a full perspective of the spectrum of Information Management, Records Management and Knowledge Management & train AIIM training classes in the UK & Europe.

### Bookings

Please call **01905 727600** or email **ahymas@aiim.org** for further details or to book your place.