



*Training Course:  
How to Build your Organization's Knowledge*

*28 October - 8 November 2024  
Vienna (Austria)*

## Training Course: How to Build your Organization's Knowledge

Training Course code: MA9200 From: 28 October - 8 November 2024 Venue: Vienna (Austria) - Training Course Fees: 8400 € Euro

### Program Overview

In this program you will learn about...

Knowledge Management techniques and much misunderstood - some consider it to be just a documentation of your procedures!! Knowledge Management is Much More than that. As we head for a knowledge economy we need knowledge organizations - that build knowledge-bases for their departments or organization. This program shows you: What is your Organizations Knowledge and how you make systems to collect, communicate and Profit from it.

To ease implementation this program shows you the step-by-step methodology to collect your organizations knowledge and make it available for decision making.

### Program Content

1. Understanding What is Organizational Knowledge and Why it is Becoming So Important for Organizations
2. Knowledge Associated with
  1. Strategic Focused Management
  2. Customer Focused Management
  3. Good Management Practices
  4. Best Practices
3. Technology Issues: Electronic Document Management System
  1. Features
  2. Good Practices
  3. Best Practices
  4. Implementation Processes
  5. Specifications & Standardization
  6. Strategy
4. Advanced Aspects for Knowledge Management in
  1. Strategic Focused Management
  2. Customer Focused Management
  3. Good Management Practices
  4. Best Practices
  5. Legal & Intellectual Property
  6. Motivation
  7. Knowledge in Specific Departments in Organization
5. Knowledge Management Strategic Issues
6. Implementing a Knowledge Management System
  1. Knowledge Identification
  2. Analysis
  3. Collection, Retention & Updation
  4. Communication
  5. Security
  6. Intellectual Property
7. Program Recommendations & Action Plan for Participants



## Registration form on the Training Course: How to Build your Organization's Knowledge

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.