MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Land, Agriculture and Food Sciences

Information Management and Knowledge Sharing

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2509	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

The **Information Management and Knowledge Sharing** course by **Magna Skills** equips professionals with the essential skills to capture, organize, store, and disseminate information effectively within organizations. In today’s knowledge-driven environment, the ability to manage and share information efficiently enhances productivity, innovation, and decision-making. This course emphasizes the use of modern tools and best practices in knowledge management systems, digital documentation, and organizational learning. Participants will explore how to transform data into actionable insights and promote a culture of collaboration and continuous improvement.

This course is ideal for information officers, administrators, researchers, knowledge managers, librarians, ICT professionals, and managers responsible for organizational learning and data-driven decision-making.

Course Outcomes

By the end of this course, participants will be able to:

1. Understand the principles and frameworks of information and knowledge management.
2. Develop systems for collecting, organizing, and storing information securely and efficiently.
3.

Apply tools and technologies for effective knowledge sharing and collaboration.

4. Promote organizational learning through knowledge transfer and best practice sharing.
5. Strengthen decision-making and innovation through effective information use.

Course Outline / Curriculum

1. **Introduction to Information and Knowledge Management**
   - Key concepts, definitions, and importance
   - Difference between information, data, and knowledge
2. **Information Management Frameworks and Policies**
   - Developing policies for data collection, storage, and sharing
   - Compliance with information governance and confidentiality standards
3. **Knowledge Creation and Capture**
   - Methods for documenting experiences and institutional knowledge
   - Role of employees in knowledge generation
4. **Information Storage and Retrieval Systems**
   - Designing databases and document repositories
   - Managing physical and digital records
5. **Tools and Technologies for Knowledge Sharing**
   - Intranets, knowledge portals, cloud storage, and collaborative platforms
   - Leveraging AI and digital tools for smarter information flow
6.

Organizational Learning and Knowledge Transfer

- Communities of practice and learning networks
- Encouraging continuous professional development

7. **Communication and Collaboration Strategies**
   - Building a culture of openness and trust
   - Effective knowledge-sharing sessions and meetings
8. **Information Security and Data Protection**
   - Managing data privacy and access controls
   - Preventing data loss and unauthorized sharing
9. **Monitoring and Evaluation of Knowledge Systems**
   - Measuring knowledge-sharing effectiveness
   - Using analytics for decision-making and improvement
10. **Developing a Knowledge Management Culture**
    - Leadership’s role in promoting knowledge exchange
    - Sustaining organizational learning and innovation

Target Audience

Information Management and Knowledge Sharing

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templatesand methods they canapply immediately atwork.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability andservice delivery.

Sponsor-Friendly

This document isdesigned to helpsupervisors, HR units andsponsors approve delegate participation quickly.

ProfessionalRecognition

Delegates receivetraining documentationand a certificate ofcompletion aftersuccessful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa

Vic Falls, Zimbabwe

Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda

Kampala, Uganda

Nairob

Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana

Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning

Remote Teams

Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite

Custom Dates

Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online

View Full Course Page

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Information Management and Knowledge Sharing
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____