

**VIRTUAL CPKM TRAINING PROGRAM**
**DATE: 22 MARCH 2021 - 25 MARCH 2021**

Time	Day 1	Day 2	Day 3	Day 4
8.30 am	<b>Registration/Introduction and Opening Remarks</b>			
9.00 am	<b>Pre-test</b>	<i>Review Day 1</i>	<i>Review Day 2</i>	<i>Review Day 3</i>
9.30 am	<b>MODULE 1: KM OVERVIEW</b> <ul style="list-style-type: none"> <li>Definitions</li> <li>Why KM Matters (value of KM)</li> </ul>	<b>MODULE 4: ENABLE KM</b> <ul style="list-style-type: none"> <li>KM Processes</li> <li>SECI model</li> <li>KM champions and KM team</li> <li>KM Tools &amp; Techniques</li> <li>KM Budget</li> <li>Change Management</li> </ul>	<b>MODULE 6: EVALUATE KM</b> <ul style="list-style-type: none"> <li>Types of Metrics</li> <li>KM ESSENCE Maturity Assessment Framework</li> <li>Interventions</li> <li>Continuous improvements</li> </ul>	<b>INDIVIDUAL KM PROJECT PRESENTATION AND FEEDBACK SESSION</b>
10.15 am	<b>BREAKOUT SESSION 1:</b> Class Activity- Finding the Value of KM			
10.45 am	BREAK	BREAK	BREAK	BREAK
11.00 am	<b>SHARING/DEBRIEF SESSION 1: Class Activity: Finding Value of KM</b>	<b>BREAKOUT SESSION 4: Class Activity - Change Management Plan</b>	<b>BREAKOUT SESSION 6: Class Activity - Measuring KM Performance</b>	<b>INDIVIDUAL KM PROJECT PRESENTATION AND FEEDBACK SESSION</b>
11.30 am	<b>MODULE 2: EXPLORE KM</b> <ul style="list-style-type: none"> <li>KM Standard ISO 30401:2018</li> <li>KM Assessment against Standard ISO 30401:2018</li> <li>Barriers of KM Implementation</li> </ul>			
12.00 pm	<b>BREAKOUT SESSION 2 :</b> Class Activity - Knowledge assessment (against KM standard)			
12.30 pm	<b>SHARING/DEBRIEF SESSION 2 :</b> Class Activity - Knowledge Assessment			

1.00 pm	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
2.15 pm	<b>Briefing on group assignment, individual KM project and individual case study assignment</b>	<b>MODULE 5: CULTIVATE KM</b>	<b>SHARING/DEBRIEF SESSION 4: Class Activity - Measuring KM Performance</b>	<b>INDIVIDUAL KM PROJECT PRESENTATION AND FEEDBACK SESSION</b>
		<ul style="list-style-type: none"> <li>Implementation Approaches</li> </ul>		
		<ul style="list-style-type: none"> <li>KM Implementation stages</li> <li>KM in teams and projects</li> </ul>		
3.00pm	<b>MODULE 3: STRATEGISE KM</b>	<ul style="list-style-type: none"> <li>Communities of Practice</li> </ul>		
	<ul style="list-style-type: none"> <li>KM vision, mission, goals</li> </ul>			
3.15 pm	<ul style="list-style-type: none"> <li>KM strategies and roadmap</li> <li>Quick Wins</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge taxonomy</li> <li>Embedding KM</li> </ul>	<b>KM ESSENCE Retrospection and briefing on KM project presentation</b>	<b>OVERALL REVIEW OF KM PROJECT</b>
3.45 pm	<b>BREAKOUT SESSION 3: Group Exercise- KM Strategies and Implementation Roadmap</b>	<b>BREAKOUT SESSION 5: Group Exercise- KM Framework</b>		
4.00pm			<b>KM Project preparation session</b>	<b>Briefing on -</b> <ul style="list-style-type: none"> <li>Coaching Session</li> <li>Assignments submission</li> </ul>
				<b>Post Test</b>
				<b>Course Evaluation</b>
4.30 pm	Q&A End of Day 1	Q&A End of Day 2	Q&A End of Day 3	Closing Remarks End of Day 4