



Organizational Knowledge Sharing Certificate Programs

OKS Strategy

January 29th – February 2nd, 2018

Design Document & Learning Elements

Methodology

This workshop integrates the first elements of a suite of technical assistance offerings to address capacity gaps, namely the knowledge sharing capacity assessment, visioning and planning and leadership and policy.

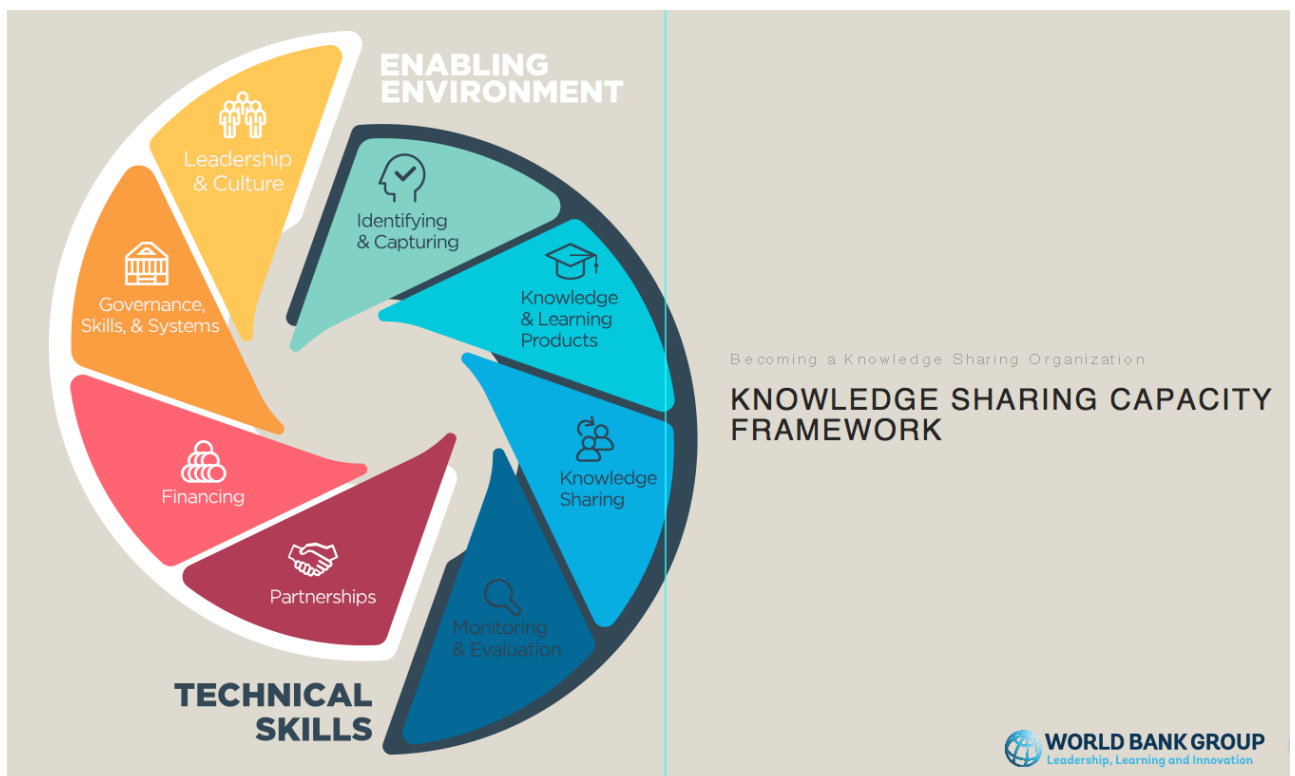
The learning objectives are:

1. Understand the key principles and approaches of the overall OKS methodology
 2. Understand the facilitation process involved in capacity assessment, visioning and planning, and leadership and policy
- Participants will be provided with a packet of background materials including:
 - A brochure: Why Organizational Sharing?
 - A book: Becoming a Knowledge Sharing Organization
 - A workbook with the basic elements of the workshop
 - Participants will work in small groups to support dialogue and reflection during the course of the workshop.
 - **Debriefing sessions** will be held regularly throughout the course of the week to provide an opportunity for active reflection on the workshop, progression and facilitation process. Debriefing sessions will include:
 - A participatory recap of the sessions/day including key takeaways on content, process and facilitation



- Review and reflections on the overall progression of the workshop including aspects of client engagement, strengths and weaknesses of facilitation, etc.
- An overview of the next day and relevant learning objectives
- **A Survey** will be conducted at the end of the workshop to capture achievement towards the learning objectives. Survey questions will be designed to solicit feedback on the workshops' content and process as well as facilitation style and methodology.
- As a final project to demonstrate their learning, participants will **develop a plan** to incorporate the OKS process and tools in their respective organizations. These will be presented on the last day of the workshop.

We are providing below the main learning elements for the 1st workshop. The structure is based on the Knowledge Sharing Capacity Development Framework:





OKS STRATEGY CERTIFICATE

MODULES

- 1. Developing a Knowledge Sharing Culture (day 1)**
 - 1.1 Why Knowledge sharing
 - 1.2 Creating an enabling environment
 - 1.3 The role of Senior Management
 - 1.4 Motivation and incentives for knowledge sharing

- 2. The soft- and hardware of knowledge sharing (day 2)**
 - 2.1 Governance, structure and systems for knowledge sharing
 - 2.2 Knowledge sharing business models and financing
 - 2.3 Knowledge sharing partnerships

- 3. Developing the Knowledge Sharing Strategy (day 3)**
 - 3.1 From Self-Assessment to vision
 - 3.2 From vision to high level road map
 - 3.3 From high level road map to action plan

- 4. Knowledge, Sharing , Results and Communication (day 4)**
 - 4.1 Introduction to knowledge capture
 - 4.2 Introduction to the art of knowledge sharing
 - 4.3 Knowledge and learning products
 - 4.4 Monitoring and Evaluation

- 5. Implementing OKS initiatives: Program Cycle (day 5)**
 - 5.1 Implementing OKS initiatives: Program Cycle
 - 5.2 Group Presentations and Feedback



Organizational Knowledge Sharing Certificate Program

OKS Technical Certificate

February 5th to 9th, 2018

Design Document & Agenda

Methodology

This workshop integrates the next elements of a suite of technical assistance offerings to address capacity gaps, namely a module on the how-to of knowledge capturing; a framework and process to design knowledge sharing programs and activities; and some fundamentals on learning design.

The learning objectives are:

1. Understand and apply the key techniques in organizational knowledge sharing
2. Understand the facilitation process for the three elements of the methodology (i.e. knowledge capture, knowledge sharing and learning design)

- Participants will be provided with a packet of background materials including:
 - A brochure: Why Organizational Sharing?
 - A book: The Art of Knowledge Exchange
 - A workbook with the basic information of the workshop
- **Debriefing sessions** will be held regularly throughout the course of the week will provide an opportunity for active reflection on the workshop progression and facilitation process. Debriefing sessions will include:
 - A participatory recap of the sessions/day including key takeaways on content, process and facilitation
 - Review and reflections on the overall progression of the workshop including aspects of client engagement, strengths and weaknesses of facilitation, etc.
 - An overview of the next day and relevant learning objectives



- **A Survey** will be conducted at the end of the workshop to capture achievement towards the learning objectives. Survey questions will be designed to solicit feedback on the workshops' content and process as well as facilitation style and methodology.
- As a final project to demonstrate their learning, participants will **develop a knowledge asset and a knowledge sharing activity** that incorporates the OKS process and tools. These will be presented on the last day of the workshop.

TECHNICAL CERTIFICATE MODULES

1. Identifying and Capturing Knowledge (day 1)

1.1 Introduction to the "Art of Capturing"

1.2 Identification of Relevant Operational Experiences and Knowledge Gaps within the Organization

1.3 Capturing operational experiences and lessons learnt

2. Capturing Operational Experiences and Lessons Learnt (day 2)

2.1 Capturing operational experiences and lessons learnt (cont.)

2.2 Knowledge assets validation Methods

2.3 Formatting Knowledge assets

3. Designing Knowledge Sharing Programs and Activities (day 3)

3.1 Anchoring and Defining a Knowledge Exchange

3.2 Designing and Developing a Knowledge Exchange

3.3 Agenda Design

3.4 Implementing the Knowledge Exchange & Measuring and Reporting Results



4. Introduction to Learning Design (day 4)

4.1 Foundations of Learning Design

4.2 The Learning Design Cycle

4.3 Meeting Learner's Needs: Constraints and Strategies to Address them

4.4 Developing Learning Objectives

4.5 Introduction to Designing Impactful Presentations

4.6 An Overview to Selecting Learning Methods

5. Delivering a Knowledge Sharing Activity (day 5)

5.1 Introduction to knowledge mapping

5.2 Group Presentations and Feedback

Learn more at:
OKScertificates.org