Knowledge Lifecycle Management Training Course

Professional Development Training Course Outline

Category	Library Institute	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Knowledge Lifecycle Management is a strategic approach that enables organizations to create, capture, organize, store, share, apply, retain, and continuously improve knowledge assets to enhance innovation, operational excellence, digital transformation, organizational learning, business continuity, and competitive advantage. As organizations embrace Artificial Intelligence (AI), Knowledge Management Systems (KMS), cloud collaboration, and data-driven decision-making, effective knowledge lifecycle management has become essential for maximizing institutional knowledge, reducing information silos, improving productivity, and strengthening organizational resilience. Knowledge Lifecycle Management Training Course equips participants with practical strategies, frameworks, and global best practices for managing knowledge throughout its lifecycle while ensuring compliance, governance, and continuous improvement.

Participants will explore modern knowledge management frameworks, digital collaboration platforms, knowledge governance, enterprise content management, AI-powered knowledge discovery, organizational memory, and knowledge analytics. Through practical exercises and international case studies, learners will develop the skills required to optimize knowledge processes, improve workforce collaboration, enhance innovation management, strengthen decision-making capabilities, and support sustainable organizational performance across both public and private sector environments.

Programme Curriculum

Knowledge Lifecycle Management Training Course

Introduction

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Course Objectives

Upon completion of this course, participants will be able to:

1. Understand Knowledge Lifecycle Management frameworks and principles.
2. Develop enterprise knowledge management strategies.
3. Improve knowledge capture and organizational learning.
4. Design effective knowledge sharing systems.
5. Implement AI-enabled knowledge management solutions.
6. Strengthen knowledge governance and compliance.
7. Improve digital collaboration and innovation management.
8. Manage knowledge retention and succession planning.
9. Enhance organizational memory and business continuity.
10. Apply knowledge analytics for decision-making.
11. Optimize enterprise content management processes.
12. Measure knowledge management performance using KPIs.
13. Promote continuous improvement and knowledge culture.

Organizational Benefits

- Increased operational efficiency.
- Stronger organizational resilience.
- Improved innovation capabilities.
- Enhanced employee engagement.
- Better risk management.
- Faster decision-making.
- Improved knowledge sharing culture.
- Reduced duplication of effort.
- Higher customer satisfaction.
- Sustainable competitive advantage.

Target Audience

- Knowledge Management Professionals

- HR and Learning Managers
- Information Management Officers
- Digital Transformation Leaders
- IT and Systems Administrators
- Business Process Managers
- Project Managers
- Senior Executives and Department Heads

Course Duration: 5 days

Course Modules

Module 1: Knowledge Lifecycle Fundamentals

- Principles of Knowledge Lifecycle Management.
- Types of organizational knowledge.
- Knowledge lifecycle stages.
- Knowledge management frameworks.
- Digital knowledge ecosystems.
- Case Study: IBM Global Knowledge Management Program.

Module 2: Knowledge Capture and Creation

- Knowledge identification techniques.
- Tacit and explicit knowledge capture.
- Knowledge documentation standards.
- Best practice repositories.
- AI-assisted knowledge creation.
- Case Study: Toyota Knowledge Sharing System.

Module 3: Knowledge Storage and Organization

- Enterprise content management.
- Knowledge repositories.
- Metadata and taxonomy development.
- Information classification.
- Cloud knowledge platforms.
- Case Study: Microsoft SharePoint Knowledge Repository.

Module 4: Knowledge Sharing and Collaboration

- Collaborative knowledge platforms.
- Communities of practice.

- Digital collaboration tools.
- Organizational learning strategies.
- Knowledge transfer techniques.
- Case Study: NASA Knowledge Sharing Network.

Module 5: Knowledge Application and Innovation

- Knowledge-driven decision-making.
- Innovation management.
- AI-powered knowledge discovery.
- Continuous improvement strategies.
- Business intelligence integration.
- Case Study: Google Innovation Knowledge Culture.

Module 6: Knowledge Retention and Governance

- Knowledge retention planning.
- Succession knowledge transfer.
- Knowledge governance frameworks.
- Compliance and security.
- Intellectual capital protection.
- Case Study: Shell Knowledge Retention Initiative.

Module 7: Knowledge Analytics and Performance

- Knowledge performance indicators.
- Knowledge analytics dashboards.
- Measuring knowledge value.
- Knowledge maturity assessment.
- Continuous improvement metrics.
- Case Study: Deloitte Knowledge Performance Framework.

Module 8: Enterprise Knowledge Strategy

- Enterprise knowledge roadmap.
- Digital transformation alignment.
- Change management.
- Knowledge culture development.
- Future knowledge trends.
- Case Study: Siemens Enterprise Knowledge Strategy.

Training Methodology

- Interactive lectures and expert facilitation.
- Practical workshops and group exercises.
- Hands-on demonstrations using knowledge management tools.
- Individual and team-based assignments.
- Group discussions and peer learning.
- International case study analysis.
- Scenario-based simulations.
- Knowledge assessments and feedback sessions.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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