Tacit Knowledge 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

Tacit Knowledge Management is a strategic capability that enables organizations to capture, transfer, preserve, and leverage the valuable experience, expertise, insights, and practical know-how embedded within employees. As organizations accelerate digital transformation, workforce mobility, innovation management, knowledge sharing, succession planning, organizational learning, and business continuity initiatives, the ability to manage tacit knowledge has become a competitive advantage. Tacit Knowledge Management Training Course equips participants with practical frameworks, collaborative approaches, and knowledge management strategies for preserving institutional intelligence while improving organizational performance and operational excellence.

The course explores global best practices in knowledge capture, knowledge transfer, communities of practice, mentoring, digital knowledge repositories, organizational memory, collaborative learning, artificial intelligence-enabled knowledge systems, innovation ecosystems, and continuous improvement. Participants will learn practical tools for transforming individual expertise into organizational assets that enhance productivity, resilience, decision-making, employee engagement, and sustainable organizational growth across both public and private sector organizations.

Programme Curriculum

Tacit Knowledge Management Training Course

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Course Objectives

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

1. Understand modern Tacit Knowledge Management frameworks.
2. Develop knowledge capture and retention strategies.
3. Strengthen organizational learning capabilities.
4. Design effective knowledge-sharing systems.
5. Implement digital knowledge repositories.
6. Promote innovation through collaborative intelligence.
7. Establish communities of practice.
8. Enhance succession planning through knowledge transfer.
9. Improve decision-making using organizational knowledge.
10. Apply AI-enabled knowledge management technologies.
11. Measure knowledge management performance using KPIs.
12. Integrate knowledge management into business strategy.
13. Build a sustainable knowledge-driven organizational culture.

Organizational Benefits

- Improved organizational knowledge retention.
- Reduced loss of critical expertise.
- Faster employee onboarding.
- Enhanced innovation and creativity.
- Improved operational efficiency.
- Stronger business continuity.
- Better succession planning.
- Increased collaboration across departments.
- Improved strategic decision-making.
- Enhanced organizational competitiveness.

Target Audiences

- Knowledge Management Professionals
- Human Resource Managers
- Learning and Development Specialists
- Organizational Development Officers

- Project Managers
- Business Executives
- Operations Managers
- Government and NGO Professionals

Course Duration: 5 days

Course Modules

Module 1: Foundations of Tacit Knowledge Management

- Principles of tacit and explicit knowledge
- Knowledge management lifecycle
- Organizational knowledge assets
- Knowledge management frameworks
- Current global knowledge management trends
- Case Study: Toyota Production System knowledge-sharing model

Module 2: Knowledge Capture and Documentation

- Knowledge elicitation techniques
- Expert interviews and storytelling
- Process documentation methods
- Digital documentation tools
- Knowledge mapping techniques
- Case Study: NASA Lessons Learned Information System

Module 3: Knowledge Sharing and Collaboration

- Communities of practice
- Mentorship and coaching programs
- Collaborative work environments
- Cross-functional knowledge exchange
- Social learning platforms
- Case Study: IBM Knowledge Sharing Network

Module 4: Digital Knowledge Management Systems

- Knowledge repositories
- AI-powered knowledge management
- Enterprise collaboration platforms
- Document management systems
- Knowledge search optimization

- Case Study: Microsoft Viva Knowledge implementation

Module 5: Organizational Learning and Innovation

- Learning organization principles
- Innovation through knowledge sharing
- Continuous improvement strategies
- Employee engagement practices
- Organizational memory development
- Case Study: Google innovation and knowledge culture

Module 6: Knowledge Retention and Succession Planning

- Workforce knowledge retention
- Critical knowledge identification
- Succession management strategies
- Retirement knowledge transfer
- Competency management
- Case Study: Shell global succession planning program

Module 7: Knowledge Governance and Performance Measurement

- Knowledge governance frameworks
- Knowledge management policies
- Performance indicators and KPIs
- Knowledge risk management
- Knowledge audits
- Case Study: World Bank Knowledge Management Program

Module 8: Developing a Sustainable Knowledge Culture

- Leadership in knowledge management
- Change management strategies
- Knowledge-sharing culture
- Employee recognition systems
- Continuous organizational learning
- Case Study: Siemens global knowledge management practices

Training Methodology

- Interactive facilitator-led presentations

- Practical workshops and simulations
- Individual and group exercises
- Case study analysis and discussions
- Knowledge mapping assignments
- Digital tool demonstrations
- Role plays and peer learning
- Action planning sessions
- Continuous assessments and feedback
- Course evaluation and implementation planning

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

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

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