



Enterprise Knowledge's training and development division, EK Learning, provides:

- Client/site specific training courses and packages
- Commercially available seminars, conferences, discussion forums and workshops in all aspects of information and knowledge management
- Course development, delivery and framework advice for tertiary institutions, from TAFE to post graduate level
- Educational consulting services including analysing training needs, developing training plans and providing advice on training content and approach

### Client specific training courses

Whether your training needs are enterprise-wide or for individual business units or initiatives, our experienced consultants can build specific training solutions to meet your organisation's needs.

Types of courses that can be provided are:

- Short, topic specific presentations
- Facilitator led discussions
- Workshops
- Competency based training
- Intensive training over a short period

### Commercially available seminars and workshops

EK Learning has a range of seminars and workshops to ensure your employees have the professional skills required to perform to the level your organisation requires in information and knowledge management.

We can deliver all commercial workshops at your own premises. Alternatively, workshops are available to individuals who enrol in EK's scheduled programs – see our website for details.

### Course development for tertiary institutions

Enterprise Knowledge has been involved in the development and teaching of post graduate courses in information management, business IT and knowledge management at RMIT, Monash University, Swinburne University, Deakin University and the University of Canberra.

### Educational Consulting Services

EK Learning's team of experienced professionals provides a full range of educational consulting services covering:

- Training strategies and their implementation
- Reviews of existing training programs
- Training needs audits and analyses
- Evaluation and selection of appropriate training and delivery media
- Risk analysis and management
- Change management strategies

Courses can cover one or more of:

- Managing electronic information
- Introduction to record keeping
- Implementing IM solutions
- Meeting industry standards
- Information risk management
- Corporate governance and compliance with standards
- Strategy development to capture and retain knowledge in an organisation
- Taxonomy and other classification methods
- Knowledge management
- Development of business strategies to manage information
- Document control and quality system
- Project management for document and knowledge management
- Web based information and how to manage it
- Privacy and its effect on managing knowledge
- Shaping an IM career

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