## Sample Agenda: 1-Day Training Session

**Focus: Introduction to Knowledge Management**

This agenda is made specifically for trainers who want to provide an introduction to knowledge management (KM) and a brief overview of how to apply KM in health programs, using the KM Road Map as the foundation. It is a good option for people who have limited exposure to KM to get their buy-in to invest further time and resources in KM. This agenda showcases how KM can be used to improve a global health program in practical terms.

**Purpose**

The purpose of this training agenda is to increase participants’ awareness and understanding of KM concepts, tools, tactics, and products; the value KM brings to global health programs; and the ways in which to apply KM in their work.

**Time**

Total time needed is approximately ***six to*** ***eight hours***, depending on Trainer needs.

**Objectives**

By the end of this training, participants will be able to:

1. Identify key elements of KM including its definition
2. Explain why KM is relevant for global health programming
3. Describe types of KM products and approaches
4. Explain how KM can support their work

**Suggested Agenda**

For a 1-day training session focusing on an introduction to KM, we suggest using the training resources included in the [Introduction to KM training module](https://www.kmtraining.org/content/introduction-knowledge-management). The core resources from this module are listed in the table below. Keep in mind that there are additional resources included in the KM Training Package that you may want to include in the 1-day training agenda, such as sample outputs, templates, and supplemental guides that could serve as useful background reading.

| **Agenda** | | | |
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| **Time** | **Session and Description** | **Supporting Resources** | **Approximate  Time Needed** |
| 9:00–10:00 | Introduction  Warm-up: Nicknames | Icebreaker Guide | 10 min |
| Overview of the purpose and objectives | Trainer Guide | 15 min |
| Pre-session evaluation | * Trainer Guide Expectation Wall * Trainer Guide Audience Response System * Question Bank | 35 min |
| 10:00–10:20 | KM and Strengthening Health Systems and Services  or  KM History: Talking About Knowledge Management (until 5:50) | Guide and Video | 20 min |
| 10:20–11:10 | KM – Why, What, and How | Presentation | 50 min |
| 11:10–11:30 | Tea break | | 20 min |
| 11:30–12:15 | Exercise: Understanding Our Own KM Practices | Exercise Guide | 45 min |
| 12:15-–2:50 | KM is Systematic: The Road Map & KM Tools and Techniques | Presentation | 35 min |
| 12:50–1:50 | Lunch | | 60 min |
| 1:50–2:25 | KM is Systematic: The Road Map & KM Tools and Techniques | Presentation | 35 min |
| 2:25–3:00 | Example from Indonesia | Presentation | 35 min |
| 3:00–3:20 | Tea break |  | 20 min |
| 3:20–4:10 | Exercise: How Can Systematic KM Help Your Program | Exercise Guide | 50 min |
| 4:10–4:30 | Post-session evaluation | Question Bank | 20 min |
| 4:30–4:45 | Expectation Wall | Trainer Guide Expectation Wall | 15 min |