



# **KNOWLEDGE MANAGEMENT (KM) FOR LOCAL LEADERSHIP**

19-21 April 2016

SMILE Conference Room, Swakopmund, Namibia

## **1. Background**

Since 2009 MILE together with UCLG (United Cities and Local Governments) and SALGA (South African Local Government Association) has partnered with ALAN and NALAO to facilitate the Namibian municipalities Town Development Strategy workshops. This partnership and support is ongoing.

In 2015 ALAN and NALAO launched their municipalities 2015-2019 Long Term Strategic Vision and Plan. Participants (politicians and senior management) present at the launch expressed a need for MILE to return to Namibia to facilitate a Knowledge Management (KM) workshop. ALAN and NALAO agreed that the best time to facilitate the said workshop was after the new Councillors had resumed their term of office.

## **2. The Proposal**

Against this backdrop, MILE and SALGA have agreed to partner to facilitate a three day KM workshop in Namibia. The purpose of the workshop will be to empower newly elected councillors and senior officials on the concept, purpose, benefits, processes and procedures of implementing KM into their local municipalities.

By the end of the three day workshop participants will:

1. be able to understand the concept of KM and its benefits
2. be aware of the processes, procedures, budgets and resources that are needed to implement KM
3. be able to make an informed decision on whether Namibian municipalities will benefit from implementing KM

### **Your facilitation team:-**

Kubeshni Govender: Knowledge Management Expert: SALGA

Reuben Baatjies: General Manager: Strategy & International Relations: SALGA

Fezile Njokweni: MILE Programme Manager: Knowledge Management

Genevieve Hartley: MILE Programme Manager: Municipal Technical Support

Sogen Moodley: Senior Manager: MILE

**MONDAY 18 APRIL 2016****Travel**

Delegates travel to Swakupmund for the Knowledge Management Workshop

**DAY ONE : TUESDAY 19 APRIL 2016**

08:15	REGISTRATION
08:30-09:00	<p><b>Session 0: Opening</b></p> <p>Welcome Address: SMILE/ NALAO / ALAN</p> <p>Opening Prayer</p> <p>Context &amp; Learning Agenda: NALAO/ ALAN</p> <p>Introductions: Ms Genevieve Hartley</p> <p>Determining Expectations: Ms Genevieve Hartley</p>
09:00-10:30	<p><b>Session One: Setting The Scene:</b> Ms Kubeshni Govender</p> <p>Knowledge and the New Industrial Revolution</p> <p>Knowledge Management in the South African Public Service</p>
10:30 – 11.00	TEA
11:00 – 13:00	<p><b>Session Two: KM Overview:</b> Ms Kubeshni Govender</p> <p>Knowledge Management Principles, Tools, Systems</p>
13:00 – 14:00	LUNCH
14:00 - 16:30	<p><b>Session Three: Knowledge Management In Practice</b></p> <p>How Cities Learn – South African Cities Case Study: Mr Sogen Moodley</p> <p>City of Johannesburg Case Study - ?</p> <p>eThekwini Case Study – Mr Fezile Njokweni</p> <p>SALGA Case Study - ?</p>
16:30	END OF DAY 1

**DAY TWO : WEDNESDAY 20 APRIL 2016**

08:30 – 08:40	Consolidation of Key Learning Points: Mr Fezile Njokweni
08:40 – 10:30	<p><b>Session Four A: KM Assessment:</b> Ms Kubeshni Govender</p> <p>Is yours a knowledge driven learning organization? (Practical)</p>
10:30 – 11:00	TEA
11:00 – 13:00	<p><b>Session Four B: KM Assessment:</b> Ms Kubeshni Govender</p> <p>Feedback from KM Assessment Practical</p> <p>Where and what are your knowledge assets?</p> <p>Developing a knowledge risk register (Practical)</p>
13:00 – 14:00	LUNCH

14:00 – 16:30	<p><b>Session Five: Focus On KM Tools:</b> Ms Kubeshni Govender</p> <p>Developing a knowledge management Case Study</p> <p>Designing a better practice case study for your City / Local Authority (Practical)</p> <p>Developing Institutional Memory – Shadowing Overview</p> <p>Preserving Institutional Memory, Documenting Learning: Mr Sogen Moodley</p>
16:30	END OF DAY 2
<b>DAY THREE : THURSDAY 21 APRIL 2016</b>	
08:30 – 08:40	Consolidation of Key Learning Points: Mr Fezile Njokweni
08:40 – 10:30	<p><b>Session Six A: An Introduction to Communities Of Practice:</b> Ms Kubeshni Govender</p> <p>Communities of Practice as a tool for Collaboration</p>
10:30 – 11:00	TEA
11:00 – 13:00	<p><b>Session Six B: An Introduction to Communities Of Practice:</b> Ms Kubeshni Govender</p> <p>Developing a Community of Practice (Practical)</p>
13:00 – 14:00	LUNCH
14:00 – 15:30	<p><b>Session Seven – KM Champions:</b> Ms Kubeshni Govender</p> <p>The Role of Knowledge Management Champions</p> <p>Developing a KM Champion Plan of Action (Practical)</p>
15:30 – 16:00	<p><b>Session Eight: Wrap Up &amp; Way Forward</b></p> <p>Consolidation of Key Learning Points: Mr Fezile Njokweni</p> <p>Where to from here re KM in Namibia: ALAN/ NALAO</p> <p>Workshop Evaluation: Ms Genevieve Hartley</p>
16:00 – 16:05	Closure of Workshop: ALAN/ NALAO
16:05	END OF WORKSHOP
<b>FRIDAY 22 APRIL 2016</b>	
<b>Travel</b>	
Delegates travel home from the Knowledge Management Workshop	