



CORE COMPETENCY TRAINING

Knowledge and Information Management for Public Sector Managers

Presented by the School of Public Management and Administration (SPMA), University of Pretoria

As a senior public servant, the **Knowledge and Information Management for Public Sector Managers** short course aims to enhance your knowledge-based management capabilities by means of both an academic and practical approach to knowledge and information management in the public sphere. The course specifically focuses on topics of decision making and policy advice, implementing information systems based on needs and development analyses and contributing to the creation and sharing of knowledge in the public sector environment.

The course is presented according to a blended learning approach that incorporates face-to-face sessions, online support and the implementation of case studies, practical work, group assignments and presentations during contact sessions.

The module is part of SMS Competency Framework.

Course content

- Nature and scope of knowledge management
- Decision making and policy advice based on reliable knowledge (within the bounds of practicality)
- Knowledge needs, access, development and acquisition of necessary information systems
- Making knowledge known about activities and results in an environment to the government and the public
- Contributing to the creation of knowledge as an expert in the field

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Shifting knowledge to insight



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Learning outcomes

After successfully completing this course, you will be able to

- expertly manage a public service component
- set the tone as a knowledge leader, pioneer, evaluator and guide
- make decisions and give policy advice to the executive authority based on reliable information and analyses
- critically evaluate and apply information from your environment
- structure your component as a learning organisation, and
- develop and manage information systems in your component.

Who should enrol?

This course is specifically aimed at public sector managers in the South African public sector and/or public service employees aspiring towards a managerial position.

Course fees

R5 100.00 per delegate (VAT incl.)

Course fees include all course material and refreshments during contact days.

Course fees must be paid in full 14 days prior to course start dates. Proof of payment can be submitted to enrolments@enterprises.up.ac.za.

This course can also be presented as in-house training. Courses presented in-house may incur additional costs. Please enquire at quote@enterprises.up.ac.za for more information during contact days.

Course structure

- **Contact sessions:** 3 days
- **Assignment due date:** 4 weeks after last contact session

Admission requirements

Prospective delegates should at least have a minimum of three years managerial experience in the public sector and/or a relevant tertiary qualification.

Accreditation and certification

Enterprises University of Pretoria (Pty) Ltd is wholly owned by the University of Pretoria. As a public higher education institution, the University of Pretoria functions in accordance to the Higher Education Act 101 of 1997. Enterprises University of Pretoria offers short courses on behalf of the University and these short courses are not credit-bearing, and do not lead to formal qualifications on the National Qualifications Framework (NQF) – unless stated otherwise. Delegates who successfully complete a short course and comply with the related assessment criteria (where applicable) are awarded certificates of successful completion and/or attendance by the University of Pretoria.

Registration and enquiries

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For quotations on in-house training, email quote@enterprises.up.ac.za