**Management Information System MIS & Knowledge Management KM for Enterprises & TVET**

**Institutions**

**Course Title**

**Management Information System MIS & Knowledge Management KM for Enterprises & TVET Institutions**

**Speaker**

**Eng. Moustafa Wahba – Competency Assurance & TVET Consultant**

**Course Description**

**This course can be taken alone as a 5-day course, or joined with and at the last of the two courses for Strategic & Quality Assurance Management of TVET & Technical and Vocational Education and Training TVET Institutions.**

**Course Objectives**

**The course for Management Information System MIS & Knowledge Management KM for Enterprises & TVET Institutions is designed to help the participants to:**

1. **Distinguish between Information and Knowledge and their contribution to the Quality Management System of Procedures, Documents and Policies for Enterprises and TVET Institutions.**
2. **Types of MIS**
3. **Objectives, policy and effectiveness of MIS**
4. **Review and Inspection of MIS**
5. **Development, Application and Operation of a Comprehensive MIS for new or upgraded Enterprises & TVET Institutions**
6. **Benefits of Knowledge Management KM to Enterprises & TVET Institutions**
7. **Development of KM Projects**
8. **Enterprises / TVET Institutions and Knowledge Society**

**Specific Course Outline**

**The following are the topics covered in the course:**

**Chapter A: Basic Concepts and Elements of Management Information System MIS for Enterprises & TVET Institutions**

1. **The Value of Information and Knowledge - What is Information and Knowledge?**
2. **MIS & KM as Quality Management Mechanisms for Enterprises & TVET Institutions**
3. **Definition of MIS**
4. **Why Are We Focusing Attention on Developing MIS for Enterprises & TVET Institutions**
5. **Why the Enterprise / TVET Institution’s MIS is Important?**
6. **MIS as a Mechanism for Upgrading Enterprises & TVET Institutions**
7. **Management Functions and MIS**
8. **Types of Management Information**
9. **Types of the Systems Used for Management Information**
10. **The Goals of Enterprise & TVET Institution’s MIS**
11. **Achieving Effective and Sound Enterprise & TVET Institution’s MIS**
12. **Modern Training Technologies and MIS**
13. **Risks Associated with MIS in Semi Autonomy Enterprises & TVET Institutions**
14. **Procedures for Collecting Internal Information about Enterprise & TVET Institution’s MIS**
15. **MIS Reviews – Inspection Objectives**
16. **MIS Reviews – Inspection Procedures**

**Chapter B: Development and Establishment of a Comprehensive Management Information System MIS for Enterprises & TVET Institutions**

1. **Procedures for developing MIS**
2. **Application and Operation of MIS - Coordination and Development Roles**
3. **MIS Components and Applications**
4. **Review and Evaluation of the MIS for Enterprises & TVET Institutions**
5. **Case Illustration on How to Develop a MIS**
6. **Information Technology IT and Management Information System MIS**

**Chapter C: Knowledge Management KM for Enterprises & TVET Institutions**

1. **What is Knowledge Management KM within an Enterprise or TVET Institution?**
2. **What Constitutes intellectual or Knowledge-based Assets?**
3. **Why we need knowledge management within Enterprises or TVET Institutions?**
4. **What are the benefits and motivations leading Enterprises and TVET Institutions to undertake a KM project?**
5. **What are the KM Strategies?**
6. **Categorization of Knowledge Management Approaches**
7. **How to promote a KM project in an Enterprise or TVET Institution?**
8. **How to Demonstrate the Value of a KM Project?**
9. **What is the Best Way to Approach KM?**
10. **What Are the Challenges of KM?**
11. **How Can KM Project Be Supported?**
12. **What Technologies Can Support KM?**
13. **What is the Most Important for the Enterprise or TVET Institution to do in Knowledge Management?**
14. **What is the Difference between Knowledge Management and Reengineering?**
15. **What is Necessary for an Enterprise or TVET Institution in the Knowledge Society?**

**Training Methodology:**

1. **Interactive/practical training**
2. **Two way communication**
3. **Exercises / Assignments**
4. **Brain Storming**
5. **Case Studies**
6. **Open Discussions**
7. **Ready to use samples**

**Venue / Training Location:**

**To be advised**

**Who Should Attend?**

1. **From TVET Institutions**

**Principals, Managers, Directors, Heads of Training Departments, Master Trainers, Instructors / Trainers / Teachers, Assessors, Observers & Verifiers**

1. **From Enterprises & Employers**

**Managers, Head of Departments, Planners, schedulers, Trainers (Engineers & Supervisors) & Career Development Section Leaders**

1. **From TVET Stakeholders**

**Representatives from: Federations, Chambers, Training Councils, General Unions of Trainees, Workers, Private Training Institutes, Technical Schools, etc.**

**Language**

1. **The training materials for the participants will be in English.**
2. **The language of instruction will be in English**