Implementing ISO 30401 Knowledge Management Systems Training Course

23 - 27 Nov 2026

Tokyo

5800 € (Per Person)

Ref: #ISO8991_117374

Course Introduction / Overview:

In today's competitive landscape, an organization's most valuable asset is its collective knowledge. Effectively managing this intellectual capital is no longer a strategic advantage but a fundamental necessity for innovation, efficiency, and sustainable growth. This training course provides a comprehensive, practical guide to implementing a robust Knowledge Management System (KMS) based on the international standard ISO 30401. Moving beyond theoretical concepts, this program focuses on the practical application of the standard's framework to drive tangible business outcomes. As detailed by renowned academics Ikujiro Nonaka and Hirotaka Takeuchi in their seminal work, "The Knowledge-Creating Company," the process of converting tacit knowledge into explicit knowledge is central to organizational success. This course, offered by BIG BEN Training Center, is meticulously designed to equip participants with the skills to establish, implement, maintain, and continually improve a KMS that aligns with strategic objectives, fosters a culture of knowledge sharing, and ensures compliance with global best practices. Participants will learn to navigate the entire implementation lifecycle, from initial gap analysis and policy development to performance measurement and continuous improvement, transforming their organizations into true learning entities.

Target Audience / This training course is suitable for:

- Knowledge Management Managers and Specialists.
- Chief Information Officers (CIOs) and IT Managers.
- Human Resources and Organizational Development Professionals.
- Quality Assurance and Compliance Managers.
- Project Managers and Team Leaders.
- Strategy and Business Development Executives.
- Consultants specializing in organizational improvement and management systems.
- Anyone involved in the design, implementation, or maintenance of a Knowledge Management System.

Target Sectors and Industries:

- Information Technology and Telecommunications.
- Professional Services and Consulting Firms.
- Financial Services and Banking.
- Healthcare and Pharmaceutical Industries.
- Engineering and Manufacturing.
- Energy and Utilities Sector.
- Governmental bodies, public sector agencies, and non-profit organizations.
- Education and Research Institutions.

Target Organizations Departments:

- Human Resources and Training Departments.
- Information Technology (IT) and Systems Management.
- Research and Development (R&D).
- Quality Management and Assurance.
- Strategic Planning and Corporate Development.
- Operations and Production.
- Customer Service and Support.
- Legal and Compliance Departments.

Course Offerings:

By the end of this course, the participants will have able to:

- Interpret the requirements and principles of the ISO 30401:2018 standard in detail.
- Develop a strategic roadmap for implementing a compliant Knowledge Management System.
- Conduct a thorough gap analysis of existing knowledge management practices against ISO 30401.
- Establish a knowledge management policy and define clear roles and responsibilities.
- Design and implement processes for knowledge creation, sharing, storage, and application.
- Foster a supportive organizational culture that encourages knowledge sharing and collaboration.
- Define and track key performance indicators (KPIs) to measure the effectiveness of the KMS.
- Prepare for and conduct internal audits of the Knowledge Management System.
- Lead continuous improvement initiatives for the organization's knowledge management capabilities.
- Align the Knowledge Management System with broader business objectives and digital transformation efforts.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, engaging, and focused on practical application. We believe that adult learning is most effective when it connects theory to real-world challenges. This course moves beyond traditional lectures to create a dynamic learning environment. Participants will engage in a blend of expert-led presentations, in-depth case study analyses of successful KMS implementations, and interactive group discussions that facilitate peer-to-peer learning. A significant portion of the training is dedicated to hands-on workshops and practical exercises, where participants will work on developing key components of a KMS, such as drafting a knowledge management policy or creating a knowledge audit plan. Team-based activities will simulate real-world project environments, enhancing problem-solving and collaboration skills. Throughout the course, there will be continuous opportunities for feedback and Q&A sessions with the instructor, ensuring that individual learning needs are addressed. This immersive approach ensures that participants leave not just with knowledge of the ISO 30401 standard, but with the confidence and practical skills to implement it effectively within their own organizations.

Course Agenda (Course Units):

Unit One: Foundations of Knowledge Management and ISO 30401

- Introduction to Knowledge Management (KM) concepts and principles.
- The distinction between data, information, and knowledge.
- Understanding tacit vs. explicit knowledge.
- The business case for strategic Knowledge Management.
- Overview of the ISO 30401:2018 standard, its structure, and objectives.
- Key terminology and definitions within the standard.
- The relationship between ISO 30401 and other management systems (e.g., ISO 9001).

Unit Two: Planning the Knowledge Management System (Clauses 4-6)

- Understanding the organization and its context (Clause 4).
- Identifying the needs and expectations of interested parties.
- Defining the scope of the Knowledge Management System.
- Demonstrating leadership and commitment (Clause 5).
- Establishing and communicating the knowledge management policy.
- Defining roles, responsibilities, and authorities for KM.
- Planning actions to address risks and opportunities (Clause 6).

Unit Three: Support and Operation of the KMS (Clauses 7-8)

- Planning and allocating resources for the KMS (Clause 7).
- Ensuring competence and awareness among staff.
- Establishing effective communication channels for KM.
- Managing documented information for the KMS.
- Operational planning and control for knowledge processes (Clause 8).
- The knowledge development lifecycle: acquiring, applying, retaining, and handling knowledge.
- Fostering a knowledge-sharing culture and managing organizational change.

Unit Four: Performance Evaluation and Auditing (Clause 9)

- Monitoring, measurement, analysis, and evaluation of the KMS.
- Defining effective Key Performance Indicators (KPIs) for knowledge management.
- Conducting knowledge audits and assessments.
- The internal audit process for ISO 30401.
- Preparing for and conducting an internal audit.
- Management review of the Knowledge Management System.
- Reporting on KMS performance to top management.

Unit Five: Improvement and Future of Knowledge Management (Clause 10)

- Addressing nonconformity and implementing corrective actions.
- The principles of continual improvement in the context of KM.
- Integrating the KMS with organizational learning and innovation.
- The role of technology and digital tools in modern KMS.
- Exploring future trends: AI, machine learning, and big data in knowledge management.
- Sustaining the KMS for long-term value creation.
- Course wrap-up, final Q&A, and action planning.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

How can an organization balance the structured requirements of ISO 30401 with the need to foster organic, informal knowledge sharing and innovation?

What unique qualities does this course offer compared to other courses?

This training course distinguishes itself by moving beyond a simple clause-by-clause review of the ISO 30401 standard. Its core focus is on strategic implementation and the integration of knowledge management into the very fabric of an organization's culture and operations. While other courses may focus heavily on the theoretical aspects of compliance, this program emphasizes the "how-to" of building a living, breathing Knowledge Management System that delivers measurable business value. We delve into the critical human elements of KM, such as fostering psychological safety for knowledge sharing and leading cultural change, which are often the biggest hurdles to successful implementation. The curriculum is built around a practical, lifecycle approach, guiding participants from initial strategic planning and gap analysis through to performance measurement and continual improvement. Through a series of hands-on workshops and real-world case studies, participants will not just learn about the standard; they will practice applying it. The course provides a holistic perspective, connecting the KMS to broader organizational goals like innovation, operational efficiency, and employee development, ensuring that knowledge management is viewed not as an isolated initiative, but as a core strategic enabler.