



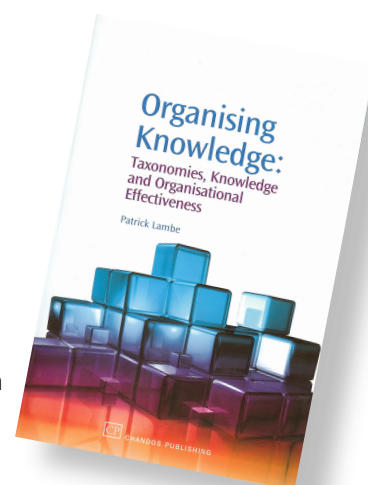
Taxonomy Development

- a module in the Straits Knowledge "KM Implementation" series of workshops

This two day programme is focused on helping participants to develop and implement a taxonomy to support the knowledge management objectives and programmes in their organisation.

It exposes participants to the range of different ways that taxonomies and taxonomy work can be used to support an organisation's knowledge management objectives, and imparts key design principles for a usable, maintainable and effective taxonomy. The workshop teaches an approach to taxonomy development that takes into account different stakeholder needs to ensure maximum adoption and it stresses the importance of a taxonomy as a living system with an active governance and evaluation process around it.

The workshop is part of our three-workshop "KM Implementation" series covering three core areas of KM diagnostics, KM strategy development, and taxonomy work. A secure online blog is available to provide coaching and feedback to participants for at least one month after the workshop.



Course materials

Participants will receive a copy of Patrick Lambe's book: *Organising Knowledge: Taxonomies, Knowledge and Organisation Effectiveness* (Chandos 2007)

Who should sign up?

This workshop will be suitable for knowledge and information managers, KM project teams, intranet managers, corporate librarians, document and records managers and knowledge champions.

Learning Objectives

- To understand the different and sometimes competing factors that need to be considered when developing taxonomies
- To be familiar with the different forms that taxonomies can take
- To be familiar with the different uses and functions for taxonomies in an organisation
- To understand the difference between mono-hierarchical and faceted taxonomies
- To be able to conduct a facet analysis for a faceted taxonomy
- To be able to use taxonomy design principles to design simple taxonomies
- To be able to scope and plan a taxonomy project
- To be able to conduct appropriate tests and evaluations at different stages of taxonomy development and deployment
- To understand the difference between master taxonomy structures and how taxonomy elements are deployed to users to aid usability in information access and navigation

Day 1

1. The Supermarket Game: understanding the different factors to be considered when developing taxonomies
2. Defining taxonomies and identifying different taxonomy forms
3. Cognitive constraints on taxonomy design
4. The different kinds of value that taxonomies and taxonomy work can bring within organisations
5. Taxonomy building: scoping a taxonomy project
6. Developing facets to support specific needs - the online supermarket exercise

Day 2

1. Taxonomy design principles
2. The taxonomy building process
3. Taxonomy testing techniques
4. Taxonomy deployment - metadata and search
5. The importance of taxonomy governance
6. A case study in taxonomy redesign for an intranet
7. Adopting information architecture principles - using an information neighbourhoods approach with taxonomy elements for an intranet environment

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1	Knowledge Audit and KM Diagnostics	2 days
2	Knowledge Management Strategy	2 days
3	Communities of Practice and Peer Collaboration	2 + 1 days
4	Project Learning and Knowledge Capture	2 + 1 days
5	Expert Knowledge Transfer	2 + 1 days

Public Workshop Selection Form

Normal

iKMS member

please indicate the no of people under each price type

1	Taxonomy Development 16 - 17 May 2013	S\$1250	S\$1000
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No of People

Yes! Please register me for my selection!

Please contact me for group registration (3 or more from the same organisation get a discount of 15%)

I am a member of iKMS (eligible for 20% discount)

PAYMENT

Please invoice me I enclose payment by cheque

NOTE: Straits Knowledge is a non-GST registered organisation

Name: _____

Organisation: _____

Contact Address: _____

Tel: _____ Fax: _____

Email: _____

CONDITIONS OF REGISTRATION

- (1) Straits Knowledge may change the scheduled dates but will seek to meet participant's scheduling constraints if it does so
- (2) Fees are due in advance and are non-refundable except in the case of workshop cancellation but may be assigned to other nominees
- (3) Straits Knowledge may cancel workshops if there is insufficient registration and will either offer a refund or a replacement date to registered participants
- (4) Multiple discounts are not possible. Where two types of discounts are possible, the greater of the two will be applied.

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