

The MANAGEMENT PLUS series

Concepts

MANAGING INFORMATION

OBJECTIVES

Reading this unit will help you to:

- Explain the differences between data, information and knowledge
- Identify the most appropriate sources of information to your needs
- Evaluate the quality of information
- Manage information overload
- Present written information effectively
- Identify the key principles behind information system design and management
- Explain the principles of knowledge management

Articles

1. From data to information to knowledge and learning
2. Information comes in many forms
3. Information as an aid to decision making
4. Using the Web as an information resource
5. Information overload
6. Evaluating information
7. Good practice for reducing overload
8. Clear communication – and why it's needed
9. Using the power of text in presentations
10. Key issues in systems development
11. Intranets and extranets
12. Data security
13. How do you manage knowledge?
14. Knowledge management: challenges and critical success factors
15. Knowledge management in practice

Further reading



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Applications Guide

MANAGING INFORMATION

OBJECTIVES

The activities in this guide will help you to put into practice the concepts of management covered by this title:

- Explain the differences between data, information and knowledge
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Activities

1. Identify the differences between data and information
2. Categorise information sources
3. Explore information for decision making
4. Plot information flows within your team
5. Specify and information system for management support
6. Use the Web for research
7. Assess the extent of your information overload
8. Evaluate your incoming information
9. Evaluating websites
10. Use e-mail more effectively
11. Evaluate written communications
12. Identify useful content for your intranet
13. Assess how well your organisation manages data security
14. Assess your organisation's attitude to knowledge management
15. Explore good practice in knowledge management