Group Discussion Guide – KM Conceptualization

Session Goal: Apply the key KM concepts to assess and map out current practices, gaps, and potentials in OPDs, as critical inputs into the co-design of a disability data KM system.

**Grouping**

* Divide participants into **4–5 groups** (depending on numbers).
* Try to mix organizations and roles for diversity of perspectives.

**Assignment Brief**

“You will now work in groups to assess your organisation’s current KM practices and map the potentials in relation to disability data. Use the KM concepts we just discussed — knowledge creation, storage, sharing, and application. The goal is to identify what we are already doing individually and as a community (including gaps, and highlight potentials). Your group’s output will be a critical input into designing a national KM system for disability data.”

**Step 3 – Discussion Questions (40 minutes)**

Each group answers the following:

**A. Mapping Current KM Practices**

1. **Knowledge Creation** – How does your organisation currently generate knowledge (e.g., research, documentation, feedback from members)?

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| **Knowledge Creation practice** | **Description** | **Applicable OPD** |
| e.g Research | Research into operations of mental health institutions | MEHSOG; GFD; IDEA Ghana;etc |
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1. **Knowledge Storage** – Where and how is disability-related knowledge stored (databases, Excel files, reports, physical files, people’s heads)?

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| **Knowledge storage practices** | **Description** | **Storage** | **Applicable OPD** |
| e.g. Databases | Database of Deaf teachers and the institutions they teach | Google Drives ; ODK cloud storage;  Physical files | GFD; GNAD |
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1. **Knowledge Sharing** – How is knowledge shared within your organisation and with others (meetings, WhatsApp, websites, informal talks, reports)?

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| **Knowledge sharing practices** | **Description** | **Applicable OPD/institution** |
| e.g. meetings | Bi-annual Learning and sharing events | GFD; GNAD |
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1. **Knowledge Application** – How is knowledge used for decision-making, advocacy, or program design?

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| **Knowledge application practices** | **Description** | **Applicable OPD/institution** |
| e.g. Advocacy | Developing policy briefs | GFD; IG |
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**B. Identifying Knowledge Types**

* What kinds of knowledge are most common in your organisation?
  + **Tacit knowledge** (personal experience of leaders/members)?
  + **Implicit knowledge** (know-how in processes, not yet written down)?
  + **Explicit knowledge** (reports, manuals, databases)?

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| **Organisational Knowledge Types** | **Description** | **Applicable OPD/institution** |
| e.g. **Implicit knowledge** : how to mobilize caregivers of persons with down syndrome | Step-by-step processes to achieve effective mobilization of care givers | GFD; IG |
| **Tacit knowledge** |  |  |
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| **Implicit knowledge** |  |  |
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| **Explicit knowledge** |  |  |
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**C. Challenges and Gaps**

* What challenges do you face in creating, storing, sharing, or applying knowledge?

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| Challenges in Creating Knowledge | Challenges in Storing Knowledge | Challenges in Sharing | Challenges in Knowledge Application |
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**Step 5 – Group Presentations (5–7 minutes each)**

* Each group presents their completed tables.
* Encourage use of laptops to type out the work. In the absence of that, the use of **flipcharts** or **sticky notes** should be encouraged for visibility.

**Plenary Consolidation Framework (40–60 minutes)**

After all groups present:

**1. Clustering**

* As facilitator, use a matrix to capture all the presentations and project.

Engage participants as follows:

* What are the common practices across OPDs, under each of the themes?.
* What are the key highlights of shared challenges (e.g., knowledge stuck in leaders’ heads, lack of digital storage, weak sharing).
* What are the unique or innovative practices that stand out?.

***Potentials for the KM System***

* Ask plenary: “If we were to design a disability data KM system for all OPDs, which practices should we keep, strengthen, or introduce?”

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| **What to Keep** (existing good practices). | **What to Improve** (areas needing strengthening). | **What to Introduce** (new tools/processes). |
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