

Finding and managing information	
Session type / affiliation	<i>Awareness-raising session (area: finding and managing information)</i>
Short description (quote?)	<i>How to find and manage information from various sources, overcoming information overloading – and how to do it</i>
Target Audience	<ul style="list-style-type: none"> • Anyone
Objectives of the session	<ul style="list-style-type: none"> • Raise awareness how to find information personally and as organization • Explain the different sources and some tips for finding information from various sources • How to manage information as organization –ILRI case
Outcomes / outputs expected	<p>Outcomes:</p> <ul style="list-style-type: none"> • Participants are aware of all the different sources for finding information; • They are aware of the different sources , methods and tools for finding and managing information as individuals and as Orgs • They are aware of some techniques / how to deal with information overloading <p>Outputs:</p> <ul style="list-style-type: none"> • N/A
Content of the session	Looking for quality and relevant information, Benefits of managing information, Dealing with information overloading, Working out loud
Methodology (timing)	<ul style="list-style-type: none"> • (5 min) Introduction, introducing this Komms Klinik series and where this session fits; objectives of this session • (20 min) short buzz, WIFM (what is in it for me)? Participants asked their expectation about the session. • (20 min) Presentation • (30 min) Reflection and group work: What are your personal tips and tricks to find and manage information individually? • (5 min) evaluation of the session • (10 min) conclusion – with participants
Props and materials required	<ul style="list-style-type: none"> • Flip chart sheets • Colour cards • Pens, sticky tape • Projector • PC
Hand-outs	N/A
Resources on this topic	<ul style="list-style-type: none"> •