



Gravitazz Institute

For disaster reduction and emergency management

Training Outline:

Information Management for Decision-Making in Disasters and Humanitarian Emergencies

Information in itself is nothing if not utilized appropriately. Managers need to take decisions based on the kind of information they get. This course is designed to help information management experts in grasping approaches and techniques of collecting, analyzing and disseminating information in a manner that would help managers take decisions. The core competencies include MIS/IT knowledge, planning, control, decision making, problem-solving and communication. This course is designed to explain the importance of information quality, review the various information systems for decision support, discuss organizational business intelligence or analytics and discuss management challenges involved in developing information systems for enhancing decision making as well means to overcome these challenges.

Target Audience: This training is meant for practitioners, decision and policy makers working in emergency and disaster management, volunteers and staff working with organizations tasked with knowledge management. This includes individuals working with government institutions, NGOs the UN, intergovernmental bodies and the private sector. Students and young professionals who would like to increase their knowledge in the field are also welcome.

Duration: 3 days

Language: English

PLEASE NOTE:

This course can be customized for your institution upon request.

About this Course

The focus of the training course is to develop the core information systems management skills and competencies. The core competencies include MIS / IT knowledge, planning, control, decision making, problem-solving and communication. This course is designed to explain the importance of information quality, review the various information systems for decision support, discuss organizational business intelligence or analytics and discuss management challenges involved in developing information systems for enhancing decision making as well means to overcome these challenges. The course will also discuss the development of skills for information analysis, translation and information synthesis as well as the development of information products that meet the changing needs of decision makers in an organization.

Expected Outcomes

The objective of this module is to strengthen the understanding of the different phases of information management in order to enable participants to handle data (from its collection to its processing, analysis and dissemination) for effective decision-making.

Proposed Content

NOTE: *This content is subject to change and can be customized for your institution upon request.*

Session 1: Introduction to Information Management

- Data or information?
- Sources of information
- Information Management Cycle
- Importance of IM in disasters and emergencies

Session 2: Data and Information Collection

- Data requirements
- Data collection method
- Role of Decision Makers

Session 3: Data Processing

- Data processing methods

Session 4: Data Analysis

- "Joining pieces together"
- Initial and in-depth analysis
- Emergency Dashboards

Session 5: Dissemination of Information

- Dissemination methods
- Importance of external information exchange

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Session 6: Monitoring and Evaluation

- M&E requirements
- M&E methods

Session 7: Information Management and the Life Cycle of Emergency Management

- The role of IM in decision-making
- Importance of IM for effective response

Session 8: Development of the Information Management Strategy in Disasters and Humanitarian Emergencies

- Challenges for effective IM in disasters and emergencies
- Solutions for effective IM in disasters and emergencies
- How to develop an IM strategy?
- The "3W" tool: "Who does What Where?"

Training fee

The **course fee of \$800 per participant** covers the course tuition, training materials, two break refreshments, lunch, and study visits. A **discount of \$150** will be applied should an organization decide to cover venue and catering costs for the 3 days of the training.

All participants will additionally cater for their travel expenses, accommodation, visa application, insurance, and other personal expenses. Accommodation and shuttle services can be arranged upon request. Gravitazz will also provide invitation letters for the trainings should it be necessary.

Payment Information

Payment should be transferred to Gravitazz Institute bank account (See details below) 15 days before commencement of training. Please send proof of payment to info@gravitazzcontinental.com

Account Holder: GRAVITAZZ CONSULTING PTY LTD

Bank: FIRST NATIONAL BANK (FNB)

Account Number: 62598532862

Branch Name: GREENSTONE

Branch Code: 201510

* **Swift Code** (for international payments): FIRNZAJJ