

1-What is Knowledge Gathering? Short descriptions for the instruments

Knowledge Generation

Knowledge production is a process that absorbs knowledge and transforms it into knowledge. Without knowledge, an organization could not internally organize itself properly and loses necessary information for each specific sector. Knowledge generation methods can be examined under 5 classes: acquisition; dedicated resources; fusion; adaptation; and information network.

- **Acquisition:** The usefulness of the information is considered more important than its originality. Knowledge can be obtained in different ways. Considering that science actually arises from imitating the previous one, it is useful to accept that inspiration is not a bad thing in terms of ideas. Knowledge is also something that can be bought or rented. Getting help from professionals or consultants in this area is also among the ways that can be used.
- **Dedicated resources:** One of the customary ways to generate knowledge in an organization is to establish units or groups specifically for that purpose. Their aim is generation of new knowledge clusters. It is important that the information produced is transferable within the institution and can be adapted to different fields.
- **Fusion:** In this method, a kind of interdisciplinary study is mentioned. When people with different fields of expertise, mindsets, skills and abilities come together, innovative solutions can be produced. The more different backgrounds the group has, the greater the diversity of ideas will be produced. (Here the Harezmi project can be mentioned). However, it may also be beneficial for groups to include some commonalities in order to increase the coherence and viability of the ideas. Some management principles that can help make fusion work effectively; Foster awareness of the value of the knowledge, Identify key knowledge, Emphasize the creativity, encourage and rewarding, Introducing measures and milestones some of these are.

(Example: The Harezmi Education Model, besides discovering how children can produce using technology; It is an education model developed by the Istanbul National Education Directorate in a structure that evaluates and updates the process determined by scientific research methods by absorbing safe, ethical and moral values with its teachers. It can also be considered as a general education model as it has a direct and qualified effect on other processes of education. It is the process of identifying students' daily, real-life problems, designing algorithms to solve them, determining how to solve this problem step by step, and generating innovative ideas by taking advantage of the power of programming. An education model that integrates computer science education with Social Science, adapts Computational Thinking skills to life, Programming and Teaching tools are used effectively, reinterprets the interdisciplinary approach, adopts the cooperation of different disciplines as equivalent, produces by having fun with Robotics and Game design, and constantly updates itself.)

- **Adaptation:** We can briefly summarize this concept as the qualification of different information to respond to different contexts. One of the points to be considered here is the decrease in the ability of an already useful knowledge to be applied to different situations because it works, and it is seen as one of the obstacles to this innovation. This can be compared to a situation where people do not prefer to leave their comfort zone. It should be noted that core competencies and concepts even can be change. One of the obstacles in this field is that adapting knowledge is sometimes seen as a "start from scratch".
- **Information network:** Since knowledge generation is generally a social action, it is obvious that existing or to be established communication networks in this field will serve the purpose. The entry of new users into the field acts as a catalyst for putting knowledge into practice. Every new network should be seen as a new opportunity, as long as it sticks to the main context, of course.

Before all these actions are put into action, the necessary time, space and, if necessary, budgetary adjustments must be planned in advance. It should not be forgotten that information is the most valuable treasure in an organization and that needs to be constantly developing and measurable, although it has an axiomatic structure, is an action that requires attention.

Knowledge Codification

The information coding stage is to make information more organized, clear, accessible, transferable and easy to understand. The primary difficulty encountered in codification work is the question of how to codify knowledge without losing its distinctive properties and turning it into less vibrant information or data. Giving too much detail can lead to a deviation from the purpose, while giving too little information can cause the goal not to be met.

Researchers who want to codify knowledge successfully should therefore keep in mind the following four principles:

1. Researchers must decide what research goals the codified knowledge will serve
2. Researchers must be able to identify knowledge existing in various forms appropriate to reaching those goals.
3. Researchers must evaluate knowledge for usefulness and appropriateness for codification.
4. Codifiers must identify an appropriate medium for codification and distribution.

The main purpose of codification is to put knowledge in usable form, so anyone who needs it can benefit. Finding the sources of the knowledge you want to codify is obviously essential. That's why Mapping research knowledge sources, is an important part of the codification process. Once found, knowledge Needs to evaluate the knowledge to assess its usefulness and importance, and to determine what kind of knowledge it is. Is it the rich, tacit, intuitive knowledge, or is it rules-based, schematic, explicit knowledge (or something in between)?

Some knowledge, especially physical skills required, cannot be effectively codified, at least in print; this is why codification process is important.

Developing a knowledge map involves locating important knowledge in the organization and then publishing some sort of list or picture that shows where to find it. The information needed to create a knowledge map often already exists in organizations, but it's usually in a fragmented and undocumented form.

And one of the objective is to improve the matching of employees to jobs and work teams. If specific tasks need to be assigned to specific teachers you can use these 4 steps.

1. Developing a structure of knowledge competency types and levels.
2. Defining the knowledge required for particular jobs.
3. Implementing the knowledge competencies in an on-line system.
4. Linking the knowledge model to training programs.

Knowledge can be made accessible to everyone on the schools. It will generally allow users to search by topic or key word, making it easy to locate and compare potential knowledge sources. You may want to use an electronic map because it can be revised and it will become more dynamic. In this manner knowledge can be used to create an individualized training program.

One thing to keep in mind for assign certain tasks to be for certain profiles is you must Harmonize organizational knowledge, but don't homogenize it.

2-What are the Certified Trainings? Tips how to choose the best one?

RELATE ALL THE COUNTRIES, SEE ALL COUNTRIES DATABASE AND GIVE SUGGESTIONS

-CHOOSE THE ONE WITH PRACTICAL COMPONENTS ETC.

-ADVISE FOR GOOD TRAININGS

-UNDERSTAND YOUR NEED, WHAT YOU WANT TO LEARN (MOTIVATION)

-SCHEDULE TIME TO DO IT TO MAKE SURE

-TRY TO TAKE NOTES DURING THE TRAINING

-DO NOT JUST DO THE TRAINING, THINK ABOUT IMPLICATIONS AFTER THE TRAINING

-TRANSMIT THE KNOWLEDGE FROM THE TRAINING TO OTHER TEACHERS

-WHAT PROBLEM IN YOUR ORGANISATION YOU ARE GOING TO SOLVE, WHAT IS THE PURPOSE?

-CREATE SOME FOLLOW UP OPPORTUNITIES ABOUT THE TRAINING - INTERNAL GROUP TRAINING

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3-Research as a knowledge gathering method.

Regardless of the method, the first step in gathering information is to conduct research. In this way, it can be determined which information is needed in which field, and new information can be encountered and added to the information pool to be established.

The model of collecting information in the research can also be chosen with appropriate shapes. If you want to benefit from quantitative data, you can browse various statistics, if you want to benefit from user experiences, you can use qualitative methods such as case studies and content analysis.

The reason why the researches are done before the information gathering stage is to present a kind of feasibility. In addition, since it is necessary to use time and money effectively, the information to be collected must be applicable, transferable and clear. In addition, thanks to research methods, the necessary information can be selected from the raw data in its entirety, and the confidential data can be made open to be applied to the situation. In this way tacit knowledge can become articulable, rich knowledge can become more schematic, complex knowledge can become more simple, and all knowledge can become a teachable, articulated, observable and documented.

You can follow these steps

1.	Identify and define the Research Problem.
2.	Review the Literature
3.	Decide what kind of information u need to know
4.	Gather information that u need
5.	Create a synthesis from information that u gathered
6.	Make boundaries for the knowledge u have created and shape it in a presentable way