



For all your Knowledge Services

Transcription, Knowledge Capture, Report Drafting, Strategic Documents, Workshop Documentation, Knowledge Crafting, Conference Documentation, Document Redrafting, Planning Documentation

Contact:

Knowledge Doc (Pty) Ltd

(Tel) +27 11 624 2136

(Fax) + 27 11 624 2136

(Email) admin@knowledgedoc.co.za

www.knowledgedoc.co.za

P. O. Box 652423, Benmore, 2010

South Africa

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Making information work for you

**Have you ever had a workshop, meeting or a strategic planning session, and not been sure what you had decided by the end of the process? Or organised a conference and had lots of documents but nothing you could really use?**

Knowledge Doc can solve all your professional information challenges by capturing, organising and transforming information into working knowledge. We know that many organisations and companies lose their cutting edge because of inadequate data capturing processes or a general failure to structure information into knowledge. By focusing on making information useful, Knowledge Doc can take all the verbal and documented information from workshops, meetings, planning sessions and conferences and make it work for you.

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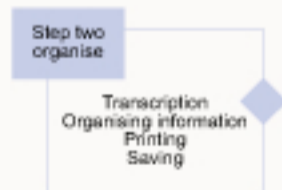
Making information work for you

All it takes is three simple steps:

1 Step One is **capturing** and transcribing information through the use of the latest digital recording and transcription technology. This means that you can do the talking, while we do the recording and transcribing.



2 Step Two is **organising** and structuring the information according to your requirements. This means you define the framework and structure of the product, and we put it together.



3 Step Three is **transforming** the information into knowledge. This means that you brief our knowledge crafters, and we turn the data generated into working knowledge.



Knowledge Doc's strength lies in our ability to transform information into knowledge.

Knowledge Doc has a wide network of knowledge crafters with extensive experience in crafting useful knowledge from information generated in meetings, workshops, conferences, forum discussions and strategic planning sessions.

Knowledge Doc associates have worked in organisations in the private, public and non-profit sectors and have a strong understanding of different knowledge terrains.

Knowledge Doc has established links in a range of sectors and also has experience in the rest of Africa.

Knowledge Doc services include:

- digital recording
- transcription of recordings
- organising files and data into a useable format
- transformation of basic data into useful knowledge through a network of experts
- provision of files into customer defined format
- copying and duplication of files on CD

