A picture containing drawing

Description automatically generated

**How to Organise Knowledge Sharing Sessions**

|  |  |
| --- | --- |
| **SOP ID** | SOP ID |
| **SOP name** | How to Organise Knowledge Sharing Sessions |
| **SOP Version** | 1.00 |
| **Document Version date** | 16-MAY-2025 |
| **Author** | HR-Duc. Le Huu An |

|  |  |
| --- | --- |
| **Internal or External** | Internal |
| **Type** | Generic |

|  |  |
| --- | --- |
| **Customer** |  |
| **TRG Cloud Managed Service** |  |
| **TRG Application Managed Service** |  |
| **TRG Core** |  |
| **Product** |  |
| **Product Version** |  |
| **Product Function** |  |

**Document Control**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Approved by** | **Changes** | **Impact** |
| 1.00 | 16-MAY-2025 | HR-Duc. Le Huu An |  | All |

[A Purpose 4](#_Toc198273104)

[B Introduction 4](#_Toc198273105)

[C Instructions 4](#_Toc198273106)

[1 Check for available interns (every Monday) 4](#_Toc198273107)

[2 Create Knowledge Sharing groups 4](#_Toc198273108)

[3 Introduce the interns to the expectations of the Knowledge Sharing session 6](#_Toc198273109)

[4 Finalise and make announcement about the upcoming Knowledge Sharing topic 7](#_Toc198273110)

[5 Set up the Zoom link to the Knowledge Sharing session 9](#_Toc198273111)

[6 Host the Knowledge Sharing session 10](#_Toc198273112)

[7 Update the latest information 10](#_Toc198273113)

# Purpose

Introduce and help readers understand the process of a HR Intern and HR Staff member to set up and carry out a Knowledge Sharing session.

# Introduction

Introduce what Knowledge Sharing is.

# Instructions

## Check for available interns (every Monday)

* Navigate to the **Employee List** document > **Intern**, check through all **“active”** interns.
* If there are three or more interns who have not completed their Knowledge Sharing session, we split them into group of threes.

A screenshot of a computer

AI-generated content may be incorrect.

## Create Knowledge Sharing groups

* Navigate to the **Knowledge Sharing** document > **Groups**, to add a new group of interns.

**Note**: Remember to include their full name, email, position and presentation date.

A screenshot of a computer

AI-generated content may be incorrect.

* Go to **Microsoft Teams** and create a new group of presenters.
  + Click on the A black square with a check mark

    AI-generated content may be incorrect. button to create a new group.
  + Search for the intern team members’ name.

A screenshot of a chat

AI-generated content may be incorrect.

* + The group name should be in the format Team [**“team number”**] – **“KS”** – [**“presentation date”**]

A screenshot of a chat

AI-generated content may be incorrect.

## Introduce the interns to the expectations of the Knowledge Sharing session

* Send the **“instructions”** to the group chat. Remember to edit and finalise the instructions according to the current team members.
* Set the deadline for the topic introduction draft and the finished presentation.
* Ensure all interns have acknowledged the message. Make additional follow-ups if needed.
* Assist the interns in finding new ideas and follow the TRG presentation guidelines.

A screenshot of a chat

AI-generated content may be incorrect.

## Finalise new topic

* Finalise the presentation topic.

**Note**: The topic must not be presented before. You can check past topics (3-4 months prior) by navigating to the **Knowledge Sharing document** > **Presented**, to view all the previous topics.

A screenshot of a computer

AI-generated content may be incorrect.

## Make announcement about the session

* Go to **Microsoft Teams** > **Teams** > **TRG International** > **TRG - Activities vs Events**, to make announcement about the upcoming session.

A screenshot of a computer

AI-generated content may be incorrect.

* Create a banner for the Knowledge Sharing session. Navigate to [link](https://www.canva.com/design/DAGZbGVFaLY/BrhXbTuIvLjLsbGIrrywYw/edit) for the background template.
  + Update portrait photos with the presenters’ pictures.
  + Create a background related to the topic.

A screenshot of a social media post

AI-generated content may be incorrect.

## Set up the Zoom link to the Knowledge Sharing session

* Receive the Zoom link to the upcoming session from the HR Staff, send it to the interns’ team members group chat and the announcement in **TRG - Activities vs Events**.

A screenshot of a computer

AI-generated content may be incorrect.

Note: You can prepare the message beforehand and schedule it to a particular date.

* In the group chat, paste in the link, and click on the A black cross on a white background

  AI-generated content may be incorrect. button.
* Click on the **Schedule message** button.
* Set the date accordingly to the presenting deadline of the event.

A screenshot of a computer

AI-generated content may be incorrect.

## Host the Knowledge Sharing session

* Tag everyone in **TRG - Activities vs Events** group chat, make a final reminded 30 minutes before the event.
* Join the **Knowledge Sharing** session and make a brief introduction about the topics, then allow the interns team to carry out their presentation.

## Update the latest information

* Navigate to the **Knowledge Sharing** document > **Presented**, to add the newest idea in.

A screenshot of a computer

AI-generated content may be incorrect.