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**How to Organise Knowledge Sharing Sessions**

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# Purpose

Introduce and help readers understand the process of setting up and carrying out a Knowledge Sharing session.

# Introduction

Introduce what Knowledge Sharing is like.

# 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.

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## 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.

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

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  + Search for the intern team members’ name.

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

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## 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.

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## 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.

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## Make announcement about the session

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

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* 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.

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## 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**.

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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

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* Click on the **Schedule message** button.
* Set the date accordingly to the presenting deadline of the event.

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## 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.

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