

TASK DETAILS	
Title	<b>CREATING EMPLOYEE DATABASE AND COMMUNICATION PLATFORM</b>
Type	TEAM
Activity Stage	BUSINESS PROCESS
Department	HRD
Duration	1x SESSION, 2 LESSON HOUR
TUJUAN PEMBELAJARAN	OUTPUT
	<ol style="list-style-type: none"> <li>1. Company-wide employee database.</li> <li>2. Communication platform for the company.</li> </ol>

## INTRODUCTION

In modern companies, employee data must be neatly stored and easily accessible to support fast and accurate decision-making. This module will guide the HRD team in building a secure, collaborative digital employee database that can be updated in real-time. In addition to using Microsoft Excel and/or Microsoft Access, this module also introduces cloud-based options such as Google Sheets and Airtable for more efficient cross-team collaboration.

No	AKTIFITAS
1	<b>Database Leadership Assignment</b> <ul style="list-style-type: none"> <li>The VP of HRD appoints two team members proficient in spreadsheet and/or database software to lead the creation of the database.</li> <li>Initiate discussions on data storage format options, such as using Google Sheets for easier collaboration or Airtable for more interactive visual database features, among others.</li> </ul>
2	<b>Collecting Employee Data</b> <ul style="list-style-type: none"> <li>The required information for the database should include: <ol style="list-style-type: none"> <li>1. First Name</li> <li>2. Last Name</li> <li>3. VCI Bank Account Number</li> <li>4. Department</li> <li>5. Position</li> <li>6. WhatsApp Number</li> <li>7. Email Address</li> </ol> </li> <li>Team members can create a Google Form and distribute it to all company members to streamline and simplify the data collection process.</li> </ul>
3	<b>Database Access Management</b> <ul style="list-style-type: none"> <li>Once all data has been collected and the data storage platform has been chosen, activate restricted access permissions (view/edit) according to position levels using the Share/Permission features available on the selected platform.</li> <li>Access permissions should be granted only to the facilitator and the VP of HR.</li> </ul>

4	<p><b>Setting Up Communication Platforms</b></p> <ul style="list-style-type: none"> <li>• The VP of HRD and the CEO establish an internal communication group using Slack, Microsoft Teams, or WhatsApp/LINE for company-wide communication.</li> <li>• The CEO then creates a limited-access communication group exclusively for the CEO, VPs, and facilitators for strategic decision-making purposes.</li> </ul>
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## REFERENCES

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## TASK TEMPLATE

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