

ABSTRACT

Knowledge sharing in the laboratories of the Faculty of Industrial Engineering involves tacit knowledge of FRI laboratory assistant. FRI laboratory assistant work period only two academic semesters that cause the need for a guide to help the new assistant to be able to run the activities of the laboratory. Therefore, it takes knowledge conversion on knowledge sharing FRI laboratory assistant that tacit knowledge is converted into explicit knowledge in the form of a flowchart of knowledge sharing that knowledge is stored in the laboratory.

This study uses SECI which consists of four stages of knowledge conversion, namely socialization, externalization, combination, and internalization. At this stage of socialization, conducted observation of data to gain tacit knowledge in the form of a lab assistant experience. Externalization phase, tacit knowledge is converted into explicit knowledge in the form of a flowchart of knowledge sharing as well as the identification of tacit and explicit knowledge. In the combination stage, the election of best practice knowledge map using the factor rating and AHP weighting. At this stage of internalization, conducted providing knowledge about the knowledge map to the laboratory assistant.

Knowledge map that created are: knowledge map ATK BHP filing, knowledge map practicum scheduling, knowledge map creating module, knowledge map pramodul, knowledge map practicum simulation, knowledge map practicum, knowledge map recapitulation and input practicum score, knowledge map recapitulation assistant salary, and knowledge map recruiting new lab assistant.

Keywords: knowledge conversion, SECI, best practice, knowledge map