

| December 2020 |

2Know

KM Newsletter



ROM News



- Keynote speakers rethink knowledge management at KMWorld Connect 2020 - [Link](#)
- Personal Knowledge management for Academia & Librarians - [Link](#)

01

The 21 unwritten rules of optimal email conduct

This article outlines 21 essential rules for effective organizational emails, including specificity, concise communication, hierarchical organization, and proper formatting, to enhance efficiency, relationships, and overall workplace communication.



[To full article](#)



[To full article](#)

02

Decision Intelligence

The convergence of Data Science and decision-making has led to the emergence of Decision Intelligence, an approach that converts raw data into informed actions through an intelligent decision-making process. Using machine learning and AI, this approach allows for the automatic acquisition of large amounts of information and the ability to learn and improve decision-making processes. The possibilities for applications of this technology are endless, with experts envisioning a future where computers can make decisions autonomously in nearly every field.

03

Tips for Zoom meeting

Learn basic Zoom operations to make meetings more productive with tips on keyboard shortcuts, background filters, gallery view, microphone display, and waiting rooms.



[To full article](#)



[To full article](#)

04

Knowledge Management Matters - Book review

"Knowledge Management Matters" is a compilation of expert insights covering diverse topics, including development, future trends, storytelling, knowledge communities, innovation, and strategic approaches. The book offers valuable perspectives for effective knowledge management.