TRAINING PROGRAM PROPOSAL

BASICS OF ELECTRONIC DOCUMENT CREATION AND MANAGEMENT TRAINING

EXECUTIVE SUMMARY

This proposal presents a comprehensive training program designed to enhance the electronic document creation and management capabilities of government personnel. The program addresses the critical need for efficient digital documentation practices, focusing on practical skills that directly impact organizational productivity and compliance.

PROGRAM OVERVIEW

TITLE: Basics of Electronic Document Creation and Management Training

DURATION: 9 hours per batch (8:00 AM - 5:00 PM)

SCHEDULE:

- **1st Batch:** August 27, 2025
- **2nd Batch:** August 28, 2025
- **3rd Batch:** August 29, 2025

VENUE: To be confirmed

PARTICIPANTS: 28 participants per batch (84 total participants)

TARGET AUDIENCE: Personnel engaged in electronic documentation and management under salary grades 9-18

PROGRAM RATIONALE

In today's digital-driven workplace, efficient creation, organization, and management of electronic documents is essential for productivity, communication, and compliance. The ability to effectively use document creation tools, manage files systematically, and implement best practices in storing and sharing information helps reduce operational errors, improve collaboration, and protect data. This course addresses the growing need for employees to

become proficient in handling electronic documents across different platforms and formats, supporting both administrative and technical tasks.

PROGRAM OBJECTIVES

Upon completion of this training program, participants will be able to:

1. Understand the principles and importance of electronic document creation and management
2. Identify and use various software tools to create, format and edit documents
3. Apply proper document formatting, layout, and styles for clarity and professionalism
4. Organize digital files and folders effectively using naming conventions and version control
5. Implement basic document security measures (password protection and access control)
6. Collaborate and share documents using cloud-based platforms
7. Demonstrate knowledge of file types, conversion techniques, and compatibility issues
8. Introduce digital archiving and back-up procedures

PROGRAM FLOW

Sessions	Time	Duration	Activities
ORIENTATION	8:00 - 8: 30 AM	30 mins	- Welcome remarks and introductions - Training objectives overview
Foundations of Electronic Document Management	8:30 - 10:00 AM	1hr 30min	- Evolution from paper to digital documentation - Benefits and challenges of electronic document management - Understanding document lifecycle management - Legal and compliance considerations for electronic records - Overview of file formats and their appropriate uses

	10:00 - 10:15 AM: **Short Break**		
Document Creation Tools and Software	10:15 AM - 12:00 PM	1hr 45min	• Microsoft Office Suite (Word, Excel, PowerPoint) essentials • Google Workspace • PDF creation and editing tools • Choosing the right tool for specific document types • Software licensing and cost considerations
	12:00 - 1:00 PM: **Lunch Break**		
Document Formatting and Professional Standards	1:00 - 2:30 PM	1hr 30min	• Professional document templates and styles • Consistent formatting techniques • Creating headers, footers, and page numbering • Using styles and themes for brand consistency • Accessibility considerations in document design • Creating forms and interactive documents
	2:30 - 2:45 PM: **Short Break**		
File Organization and Management Systems	2:45 - 4:00 PM	1hr 15min	• Folder structure best practices • File naming conventions and standards • Version control strategies • Document metadata and tagging

			● Managing document templates
4:00 - 4:15 PM: **Coffee Break**			
Security, Sharing, and Collaboration	4:15 - 5:00 PM	45mins	● Document security measures (passwords, permissions) ● Cloud storage platforms and their features ● Collaborative editing and review processes ● Digital signatures and authentication ● Backup and disaster recovery procedures ● Data privacy and confidentiality protocols