

**Five day training course on**  
**“PROFESSIONAL INFORMATION TECHNOLOGY SKILLS”**

17-21 December 2018 Islamabad

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### **1. Introduction to NDMP**

Registered with the Government of Pakistan under Company Ordinance 1984, during September 2011, the Network of Disaster Management Practitioners (NDMP) is pouring valuable contribution in the field of Disaster Risk Reduction with a vision towards “empowering disaster resilient communities”. NDMP shares expertise in all spectrum of the Disaster Management through network of experienced, devoted and highly skilled Disaster Management Practitioners from all over the countries. NDMP is aiming to link all DRR practitioners through trainings, organizational cooperation, exposure visits, conferences, seminars and symposium etc.

Since its commencement, NDMP has put valuable contribution and achieved remarkable milestones in the field of DRM with the collaborative support of different National and International Partners including; Asian Disaster Preparedness Center (ADPC), Thailand; National Society of Earthquake Engineering (NSET) Kathmandu Nepal, Center for Disaster Preparedness (CDP) Philippines; World Food Programme (WFP), Pakistan; Malteser International, Pakistan; CARITAS Pakistan; International Catholic Migration Commission (ICMC), Pakistan; ACTED, Pakistan; SDC Pakistan; Concern Worldwide, Pakistan; UN-HABITAT, Pakistan; Doaba Foundation, Pakistan; Care International; World Vision Pakistan; USAID; United Nations Development Programme (UNDP); Muslim Aid Pakistan; Islamic Relief Pakistan; Provincial Disaster Management Authority (PDMA) Khyber Pakhtunkhwa & Sindh Provinces and State Disaster Management Authority (SDMA) AJK.

### **2. Introduction to the course**

During recent decades, majority of government and non-government organizations developed their own "Information Technology Departments" to manage the computer technologies related to their business. Whatever these departments worked on became the de facto definition of Information Technology, one that has evolved over time. Today, IT departments have responsibilities in areas like

- Computer tech support
- Business computer network and database administration
- Business software deployment
- Information security

Especially during the dot-com boom of the 1990s, IT also became associated with aspects of computing beyond those owned by IT departments. This broader definition of IT includes areas like:

- Software development
- Computer systems architecture
- Project management

Its use in the field of disaster management is also becoming imperative especially it was found very useful for information sharing and maintaining disaster related database and development of disaster management information system, web portal and disaster risk reduction platforms. The course will be useful for official from disaster management field starting from basic IT skills to use of IT skills in disaster management field.

### **3. Course Objectives**

The main objective of the course is to train the course participants on how to create and manage Word documents, organize information in tables, perform calculations on data, create graphs and charts, organize your email Inbox, and manage email automatically.

Other specific objectives are as follows;

- Create and edit Word documents
- Create and perform data calculations with Excel spreadsheets.
- Making presentation with PowerPoint
- Manage your email and calendar in Outlook.
- Developing web portal and its maintenance
- Managing meta data and develop Disaster Management Information System

### **4. Course Contents**

The course is extended to 5 days and is structured in the following days;

#### **Day One: Microsoft Word**

1. Explore Word
2. Editing and Proofread Text
3. Changing the Look of Text
4. Organizing Information in Columns and Tables
5. Add Simple Graphic Elements
6. Preview, Print and Distribute Documents
7. Creating Diagrams
8. Insert and Modify Charts
9. Use other Visual Elements
10. Organize and Arrange Content

## 11. Creating Documents for Use Outside of Word

### **Day Two: Microsoft Excel**

1. Setting up a workbook
2. Working with Data and Excel Tables
3. Changing Workbook Appearance
4. Printing
5. Performing Calculations
6. Changing workbook appearance
7. Reordering and Summarizing Data
8. Combining Data from Multiple Sources

### **Day Three: Microsoft PowerPoint**

1. Explore PowerPoint
2. Working with Slides
3. Working with Slide content
4. Format Slides
5. Add Simple Visual Enhancements
6. Review and Deliver Presentation
7. Add tables
8. Fine Tune Visual Elements
9. Add Other Enhancements
10. Add Animation
11. Add Sound and Movies
12. Share and Review Presentations
13. Create custom Presentation elements
14. Prepare for Delivery

### **Day Four: Microsoft Outlook**

1. Get started with Outlook
2. Explore the Outlook Window
3. Send and Receive E-Mail Messages
4. Store and Access Content information
5. Manage Scheduling
6. Tracking Tasks
7. Organize your Inbox
8. Managing Your Calendar
9. Work with your Contact List
10. Enhance Message Content

11. Customizing Outlook
12. The Notes and Journal folders

### **Day Five: Microsoft Outlook**

1. Disaster Risk Reduction Platform and current progress on different platform existing in Pakistan and abroad
2. Database development, maintenance and displaying on web portal
3. Securing and recovering data during and after the emergencies/disasters
4. Disaster management information system, maintenance and its use

### **5. Who should attend the training Course**

The course has been designed for newly conducted staff at district level, operational level DRR practitioners involved in designing and implementing IT related projects and programs in their respective organizations and responsible for developing and maintaining DMIS.

### **6. Course fee**

The course fee for 5-day training course per participant is PKR. 85,000/-. Fee includes, hotel accommodation for five nights equal to three/four star hotel, all foods during five days training, participants work book, course related materials, USB, promotional materials (materials, certificates, group photo graph and meeting bag/folder etc. Discounts are available through group enrollment to encourage institutional learning and building partnership. Tax shall be applicable if any.

All participants are responsible for arranging their own travel, health/accident insurance and personal expenses.

### **7. Registration**

Request can be forwarded through email at [info@pakndmp.com](mailto:info@pakndmp.com) or by post at the following address.

Office of the NDMP, Ground Floor, Umer Arcade Plaza, Street 19A, Sector-J, DHA-2 Islamabad Pakistan

### **8. Payment**

The selected participant should submit the registration fee in the NDMP account or through personal cheque at least 20 days before course commencement. Otherwise, reservation will be cancelled. NDMP account number will be shared upon request.

### **9. Cancellation**

A substitute participant will be accepted to attend the course if she/he unable to attend, provided if meets the selection criteria.

In case of cancellation of attendance, the participants should inform NDMP at least 10 days prior to the commencement of the course; in which case a refund is possible with

deduction of 15% of the registration fee will be charged for bank charges and administration costs, other than, no refunds are available after the course commencement.

### **10. Course Language**

Medium of instruction for course is mix of English and Urdu. Therefore, it is important that participants are fully conversant in English and Urdu languages.

### **End Note**

NDMP reserves the right to cancel or postpone the course if circumstances so require.