# L&D Team Drive Structure and Permissions

This L&D folder system has been created, organized, and new processes developed to help manage the plethora of training that is used, developed, and will be developed.

## Structure

This structure has been created to make it easier for the design team to develop and manage training materials, processes, and updates. It has also been created to make it easier for trainers to find the material they need and manage their personal training documents.

Trainers will have access to:

* The **LIVE TRAINING** folder
* The Public folder
* Their Individual folders (folders will be in their names)
* Specific documents in the **DEVELOPMENT** folder where content is being developed and commented on

The **LIVE TRAINING** folder structure is organized:

- Subject or course name

- Course name, brand, or subject branching (if necessary)

- Course name FG

-Course name FG vYYYY.MM.DD.pdf

- Course name PG

- Course name PG vYYYY.MM.DD.pdf

- Course name SD

- Course name SD vYYYY.MM.DD

- Course name zResources

- Other materials that would be used in the course, like job aids, videos, quizzes, role play scenarios, etc.

- The first folder, **~Live Training index** has a spreadsheet to all of the training in the **LIVE TRAINING** folder. It also has other useful information for a quick reference. The link in the index will go to a deployment plan.

The **Public** folder is where we can put documentation about processes and links to forms, like course maintenance requests.

**Individual** folders are for each trainer to use as they want, especially if it is material that should be shared or available if they are unavailable, themselves. If a trainer is asked to develop training, they should develop training materials here.

## Permissions

Individual permissions will be set as necessary according to management requests or as needed. Anyone outside of the training organization needs to get permission from their manager and our managers before it is granted.

* Trainers will have “View only” access to the **LIVE TRAINING** and the **Public** folder
* FGs, PGs, and Job Aids are view only PDFs and are enabled to be copied, downloaded, and printed.
* SDs are Power Point decks and are NOT enabled to be copied, downloaded, and printed.
* All resource materials will be view only and are NOT enabled to be copied, downloaded, and printed.
* Job aid documents in the resource folder will be PDF documents that can be downloaded, copied, and printed.

Trainers will have “Edit” access to:

* Their individual folders.
* Documents for content development in the **DEVELOPMENT** folder, on a case-by-case basis. After content is generated, additional people may be added with Comment access.

## Trainer developed training

For training developed outside of the ID team, please use your individual folders. This way the business has access to the documentation if needed.

Once the training is completed, contact an ID to move it to the **LIVE TRAINING** folder and have the deployment plan and index updated.

The trainer will be the point of contact for any maintenance that may need to be performed, unless otherwise directed. The ID team will not perform maintenance or updates until responsibility for the course is reassigned to the ID team.