Training Course on SharePoint Management and Administration: Empowering Digital

Professional Development Training Course Outline

Category	Information Technology	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's rapidly evolving digital landscape, efficient SharePoint Management and Administration is paramount for organizations seeking seamless collaboration, robust document control, and enhanced operational efficiency. Training Course on SharePoint Management and Administration: Empowering Digital Workspaces equips IT professionals and system administrators with the essential knowledge and practical skills to effectively deploy, configure, maintain, and optimize their SharePoint environments. By mastering key aspects of SharePoint configuration, user management, security protocols, and content governance, participants will gain the expertise to build and sustain a collaborative and secure digital workspace that drives productivity and streamlines business processes. This training program delves into the intricacies of both on-premises and cloud-based SharePoint deployments, ensuring participants are well-versed in modern SharePoint best practices and equipped to tackle the diverse challenges of managing a dynamic enterprise content management system.

This intensive training program focuses on delivering actionable insights and hands-on experience in critical areas such as SharePoint security, workflow automation, site collection management, and performance optimization. Participants will learn to implement effective backup and recovery strategies, troubleshoot common issues, and leverage the latest features of SharePoint to enhance organizational collaboration and information sharing. Through practical exercises and real-world scenarios, this course empowers individuals to become proficient SharePoint administrators, capable of ensuring the stability, security, and optimal performance of their organization's SharePoint infrastructure. By the end of this training, participants will be able to confidently manage user access, implement governance policies, and maintain a thriving SharePoint environment that supports business objectives.

Programme Curriculum

Training Course on SharePoint Management and Administration: Empowering Digital Workspaces

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Course Objectives:

1. **Mastering SharePoint Installation and Configuration**: Gain expertise in planning, deploying, and configuring both on-premises and SharePoint Online environments.
2. **Implementing Robust User and Group Management**: Learn to effectively manage user permissions, create and administer security groups, and control access to SharePoint resources.
3. **Ensuring Data Security and Compliance**: Understand and implement various SharePoint security best practices, including permission levels, authentication methods, and compliance policies.
4. **Developing Effective Site Collection Management Strategies**: Acquire skills in creating, configuring, and managing SharePoint site collections and their associated settings.
5. **Optimizing SharePoint Performance and Scalability**: Learn techniques for monitoring, troubleshooting, and optimizing the performance of SharePoint infrastructure to ensure scalability.
6. **Implementing Content Management and Governance Policies**: Develop and enforce policies for **content organization**, versioning, retention, and lifecycle management within SharePoint.
7. **Automating Business Processes with SharePoint Workflows**: Design, implement, and manage SharePoint workflows using both SharePoint Designer and Power Automate.
8. **Managing SharePoint Lists and Libraries Effectively**: Learn best practices for creating, configuring, and managing SharePoint lists and libraries for efficient data storage and retrieval.
9. **Implementing Backup and Recovery Strategies for SharePoint**: Develop and execute comprehensive SharePoint backup and restore plans to ensure business continuity.
10. **Troubleshooting Common SharePoint Issues**: Acquire practical skills in diagnosing and resolving common SharePoint administrative challenges and errors.

11. **Leveraging SharePoint Search Functionality for Enhanced Information Retrieval:** Understand and configure SharePoint search settings to optimize search relevance and user experience.
12. **Understanding and Utilizing SharePoint Hybrid Environments:** Learn to manage and integrate on-premises SharePoint with Microsoft 365 services for a seamless hybrid experience.
13. **Staying Updated with Latest SharePoint Features and Updates:** Gain insights into the latest SharePoint updates and features and how to implement them effectively.

Target Audience:

1. IT Administrators
2. System Administrators
3. SharePoint Administrators
4. Microsoft 365 Administrators
5. IT Professionals responsible for collaboration platforms
6. Business Analysts involved in process automation
7. Records Managers and Compliance Officers
8. Power Users seeking advanced SharePoint skills

Course Duration:

5 days

Course Modules:

Module 1: SharePoint Fundamentals and Architecture

- Introduction to SharePoint and its core components.
- Understanding SharePoint architecture: Farm, Servers, Web Applications, Site Collections, Sites.
- Overview of SharePoint Online and hybrid deployment models.
- Navigating the SharePoint interface and key functionalities.
- Planning and designing a SharePoint environment.

Module 2: User and Security Management in SharePoint

- Managing user accounts and profiles in SharePoint.
- Creating and managing SharePoint groups and permission levels.
- Implementing role-based access control (RBAC) in SharePoint.
- Understanding different authentication methods in SharePoint.
- Best practices for securing SharePoint content and resources.

Module 3: Site Collection and Site Management

- Creating and configuring SharePoint site collections.
- Managing site settings, features, and templates.
- Understanding sub-sites and their use cases.
- Implementing site navigation and structure.
- Managing site quotas and storage.

Module 4: Content Management and Governance

- Creating and managing SharePoint lists and libraries.
- Implementing content types, metadata, and site columns.

- Understanding versioning and content approval workflows.
- Developing and enforcing content governance policies.
- Managing records and retention policies in SharePoint.

Module 5: Workflow Automation with SharePoint

- Introduction to SharePoint workflows and their benefits.
- Designing and creating workflows using SharePoint Designer.
- Leveraging Power Automate for advanced workflow automation.
- Managing and monitoring SharePoint workflows.
- Troubleshooting common workflow issues.

Module 6: SharePoint Performance and Optimization

- Monitoring SharePoint performance using built-in tools.
- Identifying and resolving common performance bottlenecks.
- Optimizing SharePoint content and site structure for speed.
- Managing service accounts and application pools.
- Implementing caching strategies in SharePoint.

Module 7: Backup, Recovery, and Disaster Recovery for SharePoint

- Developing a comprehensive SharePoint backup strategy.
- Performing full and differential backups of SharePoint environments.
- Understanding SharePoint recovery options and procedures.
- Planning for disaster recovery and business continuity.
- Utilizing PowerShell for backup and recovery operations.

Module 8: Advanced SharePoint Administration and Maintenance

- Managing service applications in SharePoint.
- Understanding and configuring SharePoint Search.
- Implementing hybrid scenarios with SharePoint Online.
- Utilizing PowerShell for advanced SharePoint administration tasks.
- Staying up-to-date with the latest SharePoint updates and best practices.

Training Methodology:

This course employs a blended learning approach that combines theoretical instruction with practical hands-on exercises to ensure effective knowledge transfer and skill development. The methodology includes:

- **Interactive Lectures:** Engaging presentations covering key concepts and best practices.
- **Live Demonstrations:** Real-time demonstrations of SharePoint functionalities and administrative tasks.
- **Hands-on Labs:** Practical exercises and scenarios allowing participants to apply learned concepts in a simulated environment.
- **Case Studies:** Analysis of real-world examples and challenges in SharePoint management.
- **Group Discussions:** Collaborative sessions for sharing experiences and problem-solving.
- **Q&A Sessions:** Dedicated time for participants to ask questions and receive clarification.
- **Resource Materials:** Comprehensive courseware, including slides, lab manuals, and reference materials.
- **Optional: Post-Training Support:** Access to online resources and forums for continued learning and support.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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Register Online Now

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