

SharePoint Management and Administration

Kuala Lumpur (Malaysia)

10 - 21 November 2025

UK Traininig

PARTNER



SharePoint Management and Administration

Code: IT28 From: 10 - 21 November 2025 City: Kuala Lumpur (Malaysia) Fees: 8300 Pound

Introduction

In today's fast-evolving digital world, SharePoint stands as a cornerstone for collaboration, content management, and business automation. This comprehensive course is designed to equip IT professionals and business leaders with the practical skills needed to effectively manage, optimize, and govern SharePoint environments.

Participants will gain expertise in configuring and maintaining SharePoint setups, harnessing its integration with Dynamics 365, and utilizing advanced features to boost collaboration and streamline business processes. The course ensures a focus on scalability, security, and compliance, empowering organizations to maximize their SharePoint investments.

Course Objectives

- Gain a deep understanding of SharePoint architecture and deployment models.
- Configure and manage SharePoint environments On-Premises, Online, and Hybrid.
- Securely manage sites, content, and permissions.
- Automate workflows using Power Automate and PowerApps.
- Optimize search functionalities and enhance system performance.
- Implement governance frameworks and enforce compliance.
- Integrate Dynamics 365 with SharePoint for CRM and ERP workflows.
- Stay ahead with emerging trends, including AI, cloud innovations, and Microsoft 365 tools.

Course Outlines

Day 1: SharePoint Overview and Architecture

- Types of SharePoint: Online, On-Premises, and Hybrid
- Architecture and farm design principles
- Managing site collections effectively

Day 2: Installation and Configuration

- Setting up SharePoint environments
- Integrating hybrid environments
- Configuring user profiles and essential services



Day 3: Content Management and Customization

- Managing sites, lists, libraries, and content types
- Customizing themes, branding, and navigation

Day 4: Permissions and Security

- User authentication and secure permission management
- External user management and compliance GDPR, DLP

Day 5: Document Management and Collaboration

- Organizing documents using metadata and workflows
- Collaboration tools: versioning and co-authoring

Day 6: Business Process Automation

- Modern vs. classic workflows
- Automating tasks with Power Automate and PowerApps

Day 7: Search Optimization

- Configuring search services
- Optimizing search schemas and improving performance

Day 8: Monitoring and Troubleshooting

- Using diagnostic tools to resolve common issues
- Performance optimization and backup strategies

Day 9: Governance and Compliance

- Implementing governance frameworks
- Enforcing policies and managing compliance



Day 10: Advanced Features and Dynamics 365 Integration

- Leveraging SharePoint Online advanced tools Hub Sites, Teams integration
- Integrating Dynamics 365 for CRM and ERP workflows
- Exploring future trends: AI, cloud capabilities, and Microsoft 365 tools

Why Attend this Course: Wins & Losses!

- Gain advanced skills in managing SharePoint to enhance operational efficiency.
- Improve collaboration and content management within your organization.
- Learn to automate processes using Power Automate and PowerApps to save time and effort.
- Understand how to achieve compliance with security and data protection standards e.g., GDPR, DLP.
- Leverage integration with Dynamics 365 to optimize CRM and ERP workflows.
- Stay updated with the latest technological trends, such as AI and cloud computing.

Conclusion

This course offers a unique opportunity to acquire the knowledge and skills needed to effectively manage and optimize SharePoint environments. By focusing on practical aspects and modern technologies, you will be able to enhance collaboration, streamline business processes, and ensure compliance with security and data protection standards.

Join us to stay at the forefront of technology and unlock the full potential of SharePoint and Dynamics 365 in a rapidly evolving digital world.



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