BLACKBIRD FOR TRAINING

SharePoint Management and Administration

4 – 15 January 2027
Kuala Lumpur (Malaysia)



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Introduction

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

Participants will gain hands-on expertise in configuring and maintaining SharePoint setups, leveraging its integration with Dynamics 365, and utilizing advanced features to enhance collaboration and streamline business processes. The course places a strong emphasis on scalability, security, and compliance, ensuring that organizations can maximize their SharePoint investment. Additionally, the course covers essential topics like SharePoint project management, quality management, and SharePoint contract management to optimize operational efficiency.

Course Objectives

By the end of this course, participants will be able to:

- Gain a deep understanding of SharePoint architecture and deployment models On-Premises, Online, Hybrid.
- Configure and manage SharePoint environments effectively, whether online, on-premises, or hybrid.
- Securely manage sites, content, and permissions in SharePoint.
- Automate business workflows using Power Automate and PowerApps.
- Optimize SharePoint search functionalities and enhance system performance.
- Implement governance frameworks and ensure compliance with industry standards.
- Integrate Dynamics 365 with SharePoint for seamless CRM and ERP workflows.
- Understand and apply emerging trends in AI, cloud computing, and Microsoft 365 tools.

Course Outlines

Day 1: SharePoint Overview and Architecture

- Types of SharePoint: Online, On-Premises, and Hybrid
- SharePoint architecture and farm design principles
- Effectively managing site collections



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, 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!

- Master advanced SharePoint management to enhance operational efficiency across your organization.
- Improve collaboration and content management within your teams and departments.
- Learn to automate workflows using Power Automate and PowerApps, saving valuable time and resources.
- Understand how to meet compliance requirements and ensure data security e.g., GDPR, DLP.
- Leverage integration with Dynamics 365 to optimize CRM and ERP workflows, enhancing project management capabilities.
- Stay updated with the latest technological trends, including AI, cloud computing, and Microsoft 365 tools.
- Gain practical experience in SharePoint contract management, project management, and quality management systems.

Conclusion

This course offers a unique opportunity to gain the knowledge and skills necessary to effectively manage and optimize SharePoint environments. With a focus on practical applications and the latest technologies, you will be equipped 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.

