



MFE-IT

Reference: CB/EN/ODTSP

OneDrive, Teams and SharePoint Online Training Course

Save Time, Collaborate Seamlessly and Secure Your Files

Duration: 2 Days | Hours: 12 h

Remote · Sessions guaranteed from 1 registrant · 60% hands-on practice

DESCRIPTION

Microsoft 365 is now the digital foundation for most businesses. But too often, its tools are underused, poorly configured or simply confused with one another: files are stored in the wrong place, share permissions accumulate, and collaboration suffers. The result is wasted time and avoidable security risks.

This training course helps you get the most out of OneDrive for Business, SharePoint Online and Microsoft Teams to save time, collaborate seamlessly and secure your files. Through hands-on scenarios, you will learn when to use each tool, how to structure spaces, and how to avoid the most common pitfalls.

LEARNING OBJECTIVES

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

- Understand the differences between OneDrive, Teams and SharePoint
- Organise files efficiently in OneDrive for Business
- Share documents and folders with colleagues or external parties
- Use Teams to collaborate and manage group projects
- Create, structure and secure a SharePoint team space
- Implement best practices for collaborative cloud working

PREREQUISITES

- Already using Microsoft 365 (basic to intermediate level)
- No technical or IT prerequisites required
- Comfortable with web browsing and office tools

Because each participant is unique, a personalised interview is systematically organised in advance with our expert to design a training programme perfectly aligned with their objectives, level and professional challenges.

TARGET AUDIENCE

Employees, managers, HR managers, project managers and IT teams supporting business lines.

DETAILED PROGRAMME

The training alternates between theoretical input and hands-on practice (approximately 60% of the time). Modules are built around practical exercises based on real-world business use cases.

Module 1 – Microsoft 365 Overview and Tool Integration

- Clarification of uses: OneDrive vs SharePoint vs Teams
- Access, storage and collaboration scenarios
- Choosing the right tool for the right purpose

Module 2 – Manage and Share Files with OneDrive for Business

- Backup, synchronisation and offline access
- Sharing securely, version history and file restoration
- Working on the move from any device

Module 3 – Daily Collaboration in Teams

- Channels, conversations and document co-editing
- Meetings and live collaboration
- Integrations with Planner and OneNote

Module 4 – Structure a SharePoint Team Site

- Lists, libraries and pages
- Rights management and navigation
- Linking SharePoint with Teams channels

Module 5 – Security, Governance and Best Practices

- Naming conventions and information architecture
- Secure sharing and access levels
- Activity tracking and document lifecycle management

Module 6 – Business Use Cases

- Collaborative projects and shared document management
- HR processes and onboarding workflows
- Sales pipelines and operational tracking

TEACHING METHODS

Format and Delivery

The training is delivered remotely via an interactive virtual classroom. It can also be delivered on-site, with content customised to match the needs of your professional project. The theory/practice split is approximately 40%/60%.

MFE-IT Ultra-Personalised Format

Each session accommodates between 1 and 3 participants, ensuring highly individualised support. A preliminary interview allows us to tailor the content to each participant's profile. Inter-company sessions are guaranteed from just 1 registrant (except in cases of force majeure).

Skills Assessment

Throughout the training, the trainer assesses participant progress through multiple-choice questions, role-playing exercises and hands-on work. At the end, a certificate of achievement is issued to each participant.

Post-Training Support

For one month following the training, each participant can contact MFE-IT trainers with questions about implementing acquired knowledge. A response is provided by email or telephone within 48 working hours.

Accessibility

MFE-IT is committed to welcoming people with disabilities. Contact: contact@mfe-it.com.

PRACTICAL INFORMATION

Trainer Resources

- Structured demonstrations aligned with the detailed programme
- Exercise briefs and solutions throughout the training
- A ready-to-use technical environment for practical workshops
- Trainer validation of acquired knowledge at the end of each workshop
- Digital reference documents

Certification and Validation

At the end of the training, a certificate is sent by email specifying the objectives, nature, duration and assessment results. A completion certificate can also be provided on request.

Benefits for Participants

- Train from your workplace or home, with no travel required
- Benefit from an expert trainer-consultant on the subject
- Enjoy an ultra-personalised format (1 to 3 participants)
- Continue training even in the event of unforeseen circumstances

Benefits for the Organisation

- Optimise the training budget by reducing travel and accommodation costs
- Offer quality training to all employees, regardless of location
- Reduce absence time linked to travel
- Support team upskilling in all contexts