



MFE-IT

Reference: MB/EN/SPA

SharePoint Online Training Course

Administration, Security and Governance

Duration: 1.5 Days | Hours: 9 h

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

DESCRIPTION

SharePoint Online is one of the pillars of Microsoft 365. It allows you to create collaborative spaces, intranets, document libraries and business portals. But without rigorous administration, it quickly becomes a source of disorder, security risks and productivity losses — broken inheritance, uncontrolled external sharing and information sprawl can derail entire teams.

This training course gives you all the keys to effectively manage SharePoint Online: site creation, access rights, document structure, governance, Teams integration and lifecycle management. The approach is operational and production-oriented, with checklists you can apply immediately on your tenant.

LEARNING OBJECTIVES

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

- Understand SharePoint Online architecture in Microsoft 365
- Create and manage communication and team sites
- Administer access rights, groups and permission levels
- Structure effective and standardised document libraries
- Implement best practices for security, compliance and governance
- Integrate SharePoint with Teams, OneDrive and Power Automate

PREREQUISITES

- Basic knowledge of Microsoft 365 (Teams, OneDrive, Exchange)
- Knowledge of team collaboration or document management principles
- No development knowledge required

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

Microsoft 365 administrators, support teams, IT project managers and digital workplace managers.

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 – Introduction and SharePoint Online Architecture

- Team sites vs communication sites
- Site collections and Microsoft 365 integration
- Roles, services and admin centres

Module 2 – Site Creation and Configuration

- Site templates, pages and web parts
- Navigation, site settings and appearance
- Usability and modern site experiences

Module 3 – Libraries, Lists and Metadata

- Library and list creation
- Custom columns, displays and filters
- Version management and managed metadata

Module 4 – Security, Permissions and Access Management

- SharePoint groups and permission levels
- Internal and external sharing controls
- Inheritance, breaks and access auditing

Module 5 – Governance and Best Practices

- Naming conventions and lifecycle policies
- Usage rules and archiving
- Compliance and automated cleanup

Module 6 – Integration with Teams, OneDrive and Power Automate

- Document synchronisation and Teams tabs
- Process automation with Power Automate
- Notifications and approval workflows

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