



MFE-IT

Reference: MB/EN/SPI

Creating an Effective Intranet with SharePoint Online

Design Modern, Engaging and Productive Internal Portals

Duration: 2 Days | Hours: 12 h

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

DESCRIPTION

Today, an intranet is no longer just a file directory. It is a strategic access point for internal communication, business resources, corporate culture and everyday tools. A poorly designed intranet wastes employees' time every day; a well-designed one becomes a daily ally.

This SharePoint Online training course enables you to design a modern, structured and responsive intranet integrated with Microsoft 365. You will learn how to organise information, create attractive pages, manage rights and run a portal that engages your teams — combining SharePoint sites, hub architecture, web parts and Viva Connections.

LEARNING OBJECTIVES

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

- Understand the architecture of a SharePoint Online site
- Design dynamic and useful home pages
- Create and structure libraries, pages, web parts, menus and visuals
- Manage access rights, permissions and content security
- Apply effective communication logic (UX, hierarchy, quick access)
- Publish a consistent, up-to-date intranet that is valued by users

PREREQUISITES

- Basic knowledge of Microsoft 365 navigation (user level)
- No development skills required
- Appetite for organisation, content and visual communication

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

Communications managers, HR managers, executive assistants, site owners and digital project 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 the modern SharePoint experience

Module 2 – Planning the Intranet Architecture

- Defining sections, pages and target audiences
- Tree structure and information hierarchy
- Hub sites and access logic

Module 3 – Create Pages and Visual Components

- Web parts: news, documents, links, gallery, videos
- Images, banners and content blocks
- Yammer (Viva Engage) and social integrations

Module 4 – Libraries, Documents and Lists

- Structure, displays and metadata
- Custom columns and filtered views
- Access rules and document targeting

Module 5 – Manage Rights and Publish Content

- Groups, roles and permissions
- Content targeting by audience
- Best practices for publishing and editorial workflow

Module 6 – Customisation and Communication

- Branding and visual identity
- Menus and customised home pages
- Linking SharePoint with Teams and Viva Connections

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