Course : SharePoint Server, workflow design and automation

Practical course - 2d - 14h00 - Ref. SHN
Price : 1190 € E.T.

NEW

Designed for project managers, business managers and functional administrators, this course teaches how to design and automate SharePoint processes with Power Automate and SharePoint Designer: creating, integrating, optimizing and administering business workflows.

Teaching objectives

At the end of the training, the participant will be able to:

- Design and automate business processes in SharePoint.
- Use Power Automate and SharePoint Designer.
- Manage forms and flow conditions.
- Optimize and monitor workflows.
- Document and administer automated processes.

Intended audience

Project managers, business managers, functional administrators, process designers.

Prerequisites

Good understanding of basic SharePoint functionalities and business processes.

Course schedule

1 Introduction to process automation

- Concepts and uses of workflows in SharePoint.
- Identify business needs.
- Choice of tools (Designer, Power Automate).

Hands-on work
Modeling a document validation process.

PARTICIPANTS
Project managers, business managers, functional administrators, process designers.

PREREQUISITES
Good understanding of basic SharePoint functionalities and business processes.

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

2 Creating workflows with SharePoint Designer

- Define triggers and conditions.
- Manage variables and steps.
- Debug and publish a feed.

Hands-on work
Creation of a multi-level approval workflow.

3 Power Automate and Microsoft 365 integrations

- Create SharePoint-connected feeds.
- Use Outlook, Teams and OneDrive connectors.
- Manage notifications and approvals.

Hands-on work
Automation of a Teams + SharePoint validation process.

4 Workflow management and optimization

- Track execution and errors.
- Document processes.
- Optimize performance and maintenance.

Hands-on work
Audit and refactoring of an existing complex flow.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

Dates and locations

REMOTE CLASS
2026 : 15 June, 14 Sep., 3 Dec.

PARIS LA DÉFENSE
2026 : 15 June, 14 Sep., 3 Dec.