

# Course : Confluence, improving collaborative project management

Practical course - 1d - 7h00 - Ref. CFC

Price : 890 CHF E.T.

★★★★☆ 4,6 / 5

Confluence is a solution designed to organize and collaborate on content, share tasks, track progress and move forward together towards common goals, through a corporate wiki system. This course will help you get to grips with the essential features for publishing and managing information shared with your team.

## Teaching objectives

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

- ✓ Understand the different types of content you can create
- ✓ Structure information, create and share content
- ✓ Design page templates
- ✓ Organizing communication and information sharing with Confluence

## Intended audience

Project managers, coordinators, all project team members.

## Prerequisites

No special knowledge required.

## Course schedule

### PARTICIPANTS

Project managers, coordinators, all project team members.

### PREREQUISITES

No special knowledge required.

### 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.

### 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.

## 1 Navigating Confluence, discovering spaces

- Confluence tool overview Discover the Confluence tree structure.
- Dashboard, menus and sidebar.
- Space directory.
- Add a space as a favorite.
- Use keyboard shortcuts.
- Create a project space.
- Manage spaces.

### Hands-on work

Registration and first connection to Confluence. Configure navigation options, create and personalize a space.

#### 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.

## 2 Content creation and management

- Create, edit and publish pages.
- Manage images, links and attachments.
- Use labels to organize your content.
- Add or remove user rights and restrictions.
- Best practices for using news and blog articles.
- Load, display and manage files.
- Search functions.
- Formatting tools.
- Manage page and attachment versions. Import and export pages.
- Link documents to content inside or outside Confluence.

### Hands-on work

Create pages, add content, use labels, work with attachments, move and delete pages.

## 3 Blueprints and templates

- Differences between blueprints and templates.
- Use cases.
- Working with blueprints.
- Create and use templates.
- Page templates with variables.

### Hands-on work

Creation of a new page with a blueprint, creation of a page from a custom template.

## 4 Collaboration and extensions

- Integration with other "look and feel" applications.
- Linking Jira projects and Confluence spaces.
- Best practices for content sharing.
- Comments and endorsements.
- Social networking features.
- Manage user profiles.
- Manage notifications.
- Track content, manage tracked content.
- Collaborate to edit content.
- Manage tasks.
- Use the Confluence mobile application.
- Online documentation. Extensions.

### Hands-on work

Share a page, use @mentions, create tasks, use the Tasklist macro.

## Dates and locations

### REMOTE CLASS

2026 : 26 May, 26 May, 12 Oct., 12 Oct., 25 Nov.,  
25 Nov.