Course : SharePoint Server, workflow design and automation

Practical course - 2d - 14h00 - Ref. SHN
Price : 1400 CHF 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.

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.

Dates and locations

REMOTE CLASS
2026 : 19 Mar., 15 June, 14 Sep., 3 Dec.