Course : SharePoint Server, design and content management

Practical course - 2d - 14h00 - Ref. SHQ
Price : 1400 CHF E.T.

NEW

Designed for project managers, internal communications managers and content managers, this course covers content design and management in SharePoint: site structuring, document management, design, publication, collaboration and access rights management.

Teaching objectives

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

- Design libraries and lists adapted to business needs.
- Structure navigation, metadata and pages.
- Manage content versions, approvals and publications.
- Manage site templates and content types.
- Manage team rights and collaboration.

Intended audience
Project managers, internal communications managers, web designers, contributors and corporate content managers.

Prerequisites
Basic knowledge of SharePoint and document management.

Course schedule

1 Structuring content in SharePoint

- Understanding functional architecture.
- Define libraries, lists and content types.
- Organize metadata and views.

Hands-on work
Creation of a hierarchical document library with managed metadata.

2 Content lifecycle management

- Enable versioning and approval.
- Configure publishing and validation workflows
- Automate deletion and archiving.

Hands-on work
Implementation of a publication validation process.

3 Site design and navigation

- Customize home page and navigation.
- Use Web Parts and modern pages.
- Create consistent templates and themes.

Hands-on work
Design of a team site with dynamic navigation.

4 Collaboration and access rights

- Manage groups, roles and authorizations.
- Configure alerts, notifications and RSS feeds.
- Create collaborative spaces.

Hands-on work
Restricted collaborative space with automatic alerts.

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 : 23 Mar., 25 June, 21 Sep., 10 Dec.