SCANDINAVIAN ACADEMY
For Training and Development

Course: SharePoint for Enterprise Knowledge Management and Collaboration

Code	City	Hotel	Start	End	Price	Language - Hours
AC-940	Casablanca (Morocco)	Hotel Meeting Room	2027-04-11	2027-04-15	3950 €	En - 25

Course Description

Modern organizations rely on digital platforms to manage knowledge and facilitate collaboration among employees. The platform Microsoft SharePoint is one of the most widely used enterprise systems for content management and organizational collaboration. It enables institutions to organize documents, build internal portals, manage workflows, and improve knowledge sharing within the organization.

This training course aims to enable you to use SharePoint professionally to build an effective digital workplace that supports decision-making and enhances organizational productivity.

Course Goal

Enable you to use SharePoint to manage institutional knowledge and documents, create collaborative work sites, and develop digital workflows within the organization.

Course Objectives:

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

- Understand the concept of enterprise content management and digital collaboration systems.
- Identify the SharePoint environment and its core components.

- Create Team Sites and organizational intranet portals.
- Manage documents and digital libraries in SharePoint.
- Organize user permissions and security settings.
- Design and manage electronic workflows.
- Integrate SharePoint with other Microsoft tools.
- Apply best practices in organizational knowledge management.

Target Audience

- Department and project managers.
- IT professionals and system administrators.
- Human resources staff.
- Knowledge management and digital archiving specialists.
- Digital transformation professionals.
- Training and organizational development managers.

Course Outline

Day 1: Introduction to Knowledge Management and SharePoint

- The concept of knowledge management in modern organizations.
- The role of digital collaboration platforms in improving institutional performance.
- Introduction to SharePoint and its areas of application.
- Overview of SharePoint architecture and key components.
- Differences between SharePoint Online and SharePoint Server.
- Overview of the SharePoint interface and basic tools.

Day 2: Creating SharePoint Sites and Managing Content

- Creating Team Sites.
- Building institutional intranet portals.
- Designing the organizational site structure.

- Creating pages and publishing content in SharePoint.
- Managing lists and libraries.
- Organizing media files and documents.

Day 3: Document Management and Digital Archiving

- Creating and managing Document Libraries.
- Managing document versions and revision history.
- Controlling access permissions.
- Document classification using Metadata.
- Smart search capabilities in SharePoint.
- Implementing archiving policies and records management.

Day 4: Collaboration and Workflow Management

- Team collaboration through SharePoint.
- Managing tasks and projects.
- Creating electronic forms.
- Designing workflows.
- Integration with:
    - Microsoft Teams
    - Microsoft Power Automate
- Automating administrative processes.

Day 5: Advanced Use and Practical Applications

- Designing a complete institutional intranet portal.
- Using SharePoint in project management.
- Using SharePoint in training and knowledge management.
- Integration with:
    - Microsoft OneDrive
    - Microsoft Outlook
- Best practices for information governance.

- Practical project: building a SharePoint organizational site.

The Scandinavian Academy for Training and Development adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant will receive comprehensive training materials, including theoretical content, practical exercises, and supporting resources, provided in both printed and digital formats. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training and Development.

Program Timings:

- 9:00 AM to 2:00 PM in Arab cities.
- 10:00 AM to 3:00 PM in European and Asian cities.

The program includes:

- A daily Coffee Break provided during the sessions to ensure participants comfort.