



Training Course:
PLANNING AND ADMINISTER SHAREPOINT

20 - 24 October 2025
Kuala Lumpur (Malaysia)
Royale Chulan Kuala Lumpur

Training Course: PLANNING AND ADMINISTER SHAREPOINT

Training Course code: IT235175 From: 20 - 24 October 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 6000 € Euro

Introduction

SharePoint is a powerful platform for collaboration, document management, and information sharing within organizations. Whether you're a newcomer or an experienced IT professional, understanding how to plan and administer SharePoint effectively is essential for harnessing its full potential. This 5-day training program is designed to equip you with the knowledge and skills necessary to successfully plan, set up, and manage SharePoint environments.

Objectives

By the end of this training program, participants will be able to:

- Understand the core concepts of SharePoint, including its architecture and editions.
- Plan and design SharePoint environments, considering organizational needs.
- Create and customize SharePoint sites, libraries, and lists to support collaboration and content management.
- Administer SharePoint, including user and group management, permissions, and site settings.
- Customize SharePoint with web parts, workflows, and branding.
- Implement best practices for SharePoint content management and organization.
- Perform maintenance tasks, such as backup, monitoring, and troubleshooting.
- Develop strategies for disaster recovery and performance optimization in SharePoint environments.

Target Audience

This training program is ideal for:

- IT professionals and administrators who are responsible for SharePoint deployment and management.
- Business analysts and project managers involved in SharePoint projects.
- SharePoint site owners and power users looking to enhance their skills.
- Anyone interested in gaining a comprehensive understanding of SharePoint planning and administration.

Training Program Outline

Day 1: Introduction to SharePoint

- Overview of SharePoint
- SharePoint editions and licensing
- Setting up a SharePoint development environment
- Navigating the SharePoint user interface
- Creating and customizing SharePoint sites

Day 2: SharePoint Architecture and Planning

- SharePoint architecture overview
- On-premises vs. SharePoint Online
- Planning considerations for SharePoint deployment
- Designing information architecture
- Creating site collections and sites
- Setting up permissions and security

Day 3: SharePoint Content Management

- Document libraries and lists
- Versioning and content approval
- Metadata and content types
- Document management best practices
- Managing and organizing content with libraries and lists
- Content migration strategies

Day 4: SharePoint Administration and Customization

- User and group management
- SharePoint administration tasks
- Configuring site settings
- Customizing SharePoint with web parts
- Creating custom workflows
- Branding and theming SharePoint sites

Day 5: SharePoint Maintenance and Troubleshooting

- Backup and restore strategies.
- Monitoring SharePoint health
- Patching and updates
- Troubleshooting common issues
- Performance optimization
- Disaster recovery planning

Registration form on the Training Course: PLANNING AND ADMINISTER SHAREPOINT

Training Course code: IT235175 From: 20 - 24 October 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan
Kuala Lumpur Training Course Fees: 6000 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Company Information

Company Name:
Address:
City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

Easy Ways To Register

Telephone:
+201095004484 to
provisionally reserve your
place.

Fax your completed
registration
form to: +20233379764

E-mail to us :
info@gh4t.com
or training@gh4t.com

Complete & return the
booking form with cheque
to: Global Horizon
3 Oudai street, Aldouki,
Giza, Giza Governorate,
Egypt.