Training Course:
Website Content Management

10 - 21 November 2025
Kuala Lumpur (Malaysia)
Royale Chulan Kuala Lumpur

Training Course:
Website Content Management

Training Course code: IT234870 From: 10 - 21 November 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 9800 ⬜ Euro

Introduction

This Website Content Management training course will teach participants the technical skills necessary to manage a website for their company.

Learn quickly what you need to do to keep your website protected and keep your content updated. This training course will help you avoid the most common mistakes made with Business Websites and give you the skills you need to take control of your website.

Training Course Objectives

Successful participants will complete the following main outcomes:

Updating Your Website Content

- Learn to plan, outline, and write new content for your website.

- Successfully add new pages to your website⬜s menu.

- Understand how to research and include SEO Keywords in the Website content.

- Successfully change content on Website pages, ensuring technical aspects are correct.

Technology - Maintaining Your Website

- Understand the different features of your website

- Set up a system for backing up and maintaining your website.

- Set up a system for monitoring your website⬜s traffic and security.

- Identify signs of possible problems with your website, and understand the basic steps to troubleshoot.

- Select and install trusted WordPress or other plugins.

Target Audience:

This course is for businesses who already have a website or are developing a website but need to learn how to manage and update it properly. This course is ideal for training owners or employees who will be responsible for Website maintenance and updates.

Assessment Methods:

Each session will build upon the skills learned in the previous session. Participants will be evaluated based on the successful completion of the 9 main learning outcomes.

Methodologies

This course is delivered online, with scheduled formal class times. A combination of lectures, handouts, homework assignments, and online group discussions will be used. Homework is provided and questions are answered and discussed within an online discussion group for course participants.

Course Components:

day 1 :Intake Interview

- Discuss the participant's website, goals for the website, and how they can benchmark for those goals.

- Participants will make and execute a plan over the following course sessions.

day 2 :Working with Your Website

- Understanding how to use the features of your website.

- How to change Sidebar and Footer Content

- How to change your Website's Menu

- How to select and configure plugins

day 3 :Working with Website Content on Pages and Posts

- Updating your website's content on Pages

- Technical Aspects: working with images, and links, embedding videos, adding categories and tags, and more.

- Understand how content contributes to the website's success as a marketing tool.

- How to evaluate your Website's Content.

- How to plan for upcoming content.

day 4 :Proper Maintenance of Your Website

- Check for vulnerabilities in the website maintenance system.

- Set up a system to backup and maintain your website

- Select, install and configure a security plugin

- Stop Spam on your Website

- Best Practices: Maintaining Passwords and User Accounts

day 5 :An Introduction to Website Speed, SEO, and Troubleshooting

- How to check and improve your website‫s speed rating

- How to improve your website‫s on-page SEO

- How to spot problems when updating your website

- What to do about website problems.

Registration form on the Training Course:
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Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

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