



*Training Course:  
Website Content Management*

*19 - 30 October 2026  
Madrid (Spain)*

## Training Course: Website Content Management

Training Course code: IT234870 From: 19 - 30 October 2026 Venue: Madrid (Spain) - Training Course Fees: 6300 € 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.

### 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 designed for businesses that already have a website or are in the process of developing one
- It is intended for those who need to learn how to properly manage and update their website
- It is ideal for business owners or employees responsible for website maintenance and ongoing updates
- The course focuses on equipping participants with the skills needed to effectively maintain website content

and functionality

## Outlines:

### 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 website's speed rating

- How to improve your website's on-page SEO
- How to spot problems when updating your website
- What to do about website problems.

## Registration form on the Training Course: Website Content Management

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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,  
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