Microsoft SharePoint 2016 - Advanced Site Owner with Workflow Administration

Category: Modern Workplace & M365 | **Vendor:** Microsoft

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

In this course, students will learn how to create, configure, and manage a SharePoint site so that your team or organization can collaborate effectively, manage the flow of digital information, automate business processes, and meet records management needs.

About This Course

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Who Should Attend

This course is designed for existing Microsoft SharePoint site owners who will create and manage sites, add advanced features, implement and manage records management, and create and administer workflows.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Upon successful completion of this course, existing SharePoint site owners will be able to take on administrative responsibility for implementing and managing advanced features based on business requirements. Students will:Configure site settings.Integrate external applications and data.Configure site metadata.Manage archiving and compliance.Implement workflows.

Detailed Course Outline

Configuring Site Settings

- Configure Site Settings to Meet Team Requirements
- Configure Site Search
- Organize the Site and Configure Navigation
- Configure Site Auditing

Integrating External Applications and Data

- Add an RSS Feed to Your Site
- Enable Email Connectivity for a Library

Configuring Site Metadata

- Create a Custom Content Type
- Add Site Columns to Content Types
- Create and Configure Document Sets

Managing Archiving and Compliance

- Manage Site Closure and Deletion
- Configure In-place Records Management
- Manage Records Using the Records Center
- Manage Content with the Content Organizer
- Configure Information Management Policies

Implementing Workflows

- Plan a Workflow
- Create and Publish a Workflow
- Test Workflows
- Design and Implement Advanced Workflows
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Additional Course Details

Nexus Humans Microsoft SharePoint 2016 - Advanced Site Owner with Workflow Administration training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft SharePoint 2016 - Advanced Site Owner with Workflow Administration course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Microsoft SharePoint 2016 - Advanced Site Owner with Workflow Administration?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Microsoft SharePoint 2016 - Advanced Site Owner with Workflow Administration course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Microsoft SharePoint 2016 - Advanced Site Owner with Workflow Administration training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Microsoft SharePoint 2016 - Advanced Site Owner with Workflow Administration?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft SharePoint 2016 - Advanced Site Owner with Workflow Administration. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Microsoft SharePoint 2016 - Advanced Site Owner with Workflow Administration?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft SharePoint 2016 - Advanced Site Owner with Workflow Administration training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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