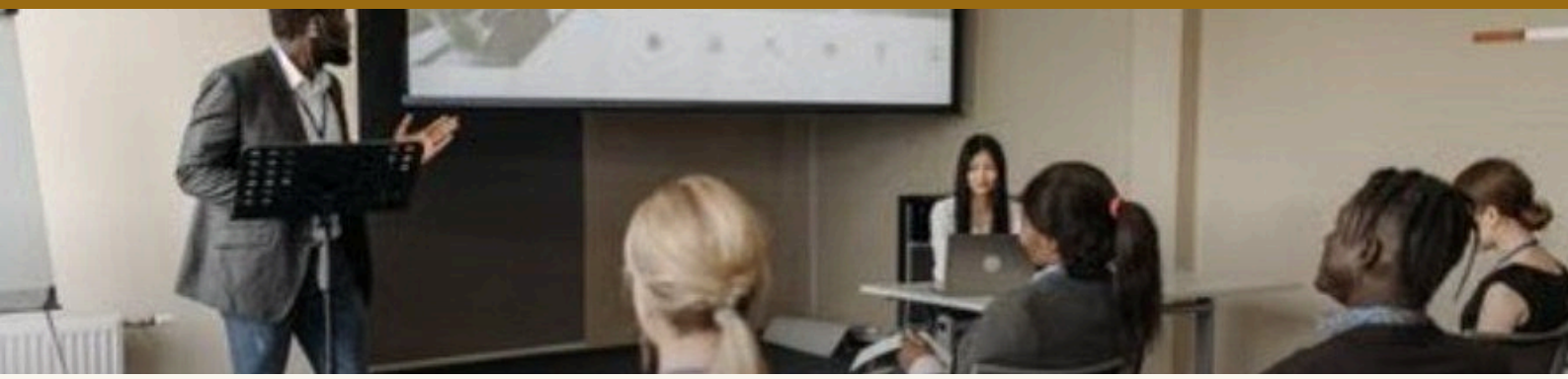


SEYA CAPITAL
INSIGHT.STRATEGY.GROWTH

INFORMATION & COMMUNICATION TECHNOLOGY

Microsoft SharePoint Administration and Collaboration Professional Certificate

Transforming Collaboration, Document Management & Digital Workplace Productivity

SECTOR	FORMATS	FEE FROM	2027 SESSIONS
Information & Communication Technology	5 days & 2 weeks	US$ 2,100	3

OVERVIEW

About this course

Modern organisations require efficient platforms for collaboration, document management, knowledge sharing, workflow automation, and information governance. Microsoft SharePoint has become one of the world's leading enterprise collaboration and content management platforms, enabling organisations to centralise information, improve teamwork, streamline business processes, and strengthen governance across digital workplaces.

The Seya Capital Microsoft SharePoint Administration and Collaboration Professional Certificate Programme equips participants with the knowledge, frameworks, methodologies, and practical skills required to design, administer, manage, secure, and optimise SharePoint environments. The programme covers SharePoint Online, document management, collaboration portals, content governance, workflow automation, security administration, and integration with the broader Microsoft 365 ecosystem.

Participants will gain practical experience in creating SharePoint sites, managing content, automating workflows, improving collaboration, and supporting organisational digital transformation initiatives.

2027 SCHEDULE

Dates, venues & fees

DATES	VENUE	FORMAT	FEE PER DELEGATE
28 Jun – 2 Jul 2027	Nairobi, Kenya	5 days	**US$ 2,100**
5 – 16 Jul 2027	Johannesburg, South Africa	2 weeks	**US$ 3,960**
12 – 16 Jul 2027	Johannesburg, South Africa	5 days	**US$ 2,200**

Fees exclude travel and accommodation. This course is also available in-house, on dates and at a venue of your choice.

HIGHLIGHTS

What you will learn

- Microsoft SharePoint architecture and functionality
- SharePoint Online administration and management
- Site creation and management
- Document and records management
- SharePoint security and permissions management
- Workflow automation and process improvement
- Knowledge management and collaboration strategies
- SharePoint governance and compliance
- Microsoft 365 and SharePoint integration
- Content lifecycle management
- Business process automation using SharePoint
- Digital workplace transformation best practices
- Participants will explore practical applications including:
- SharePoint Site Design and Deployment
- Document Management System Development
- Corporate Intranet Development
- Workflow and Process Automation
- Records Management Implementation
- Knowledge Management Solutions
- Team Collaboration Workspaces
- Governance Framework Development
- Security and Permissions Management
- Compliance and Records Retention Planning
- Microsoft Teams and SharePoint Integration
- Digital Workplace Transformation Planning
- SharePoint Administration
- Site management and administration
- Permissions and governance
- Security and compliance management
- Performance optimisation
- Document and Records Management
- Electronic document management systems
- Records retention and compliance
- Metadata and information architecture
- Content lifecycle management
- SharePoint for Digital Workplace Transformation
- Modern workplace collaboration
- Intranet development
- Employee engagement solutions
- Knowledge sharing platforms
- SharePoint and Power Platform Integration
- Workflow automation
- Forms and approvals
- Business process optimisation
- Power Automate integration

OBJECTIVES

By the end of the course

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

- Understand Microsoft SharePoint architecture, features, and use cases.
- Create and manage SharePoint sites and collaboration environments.
- Implement document management and records management solutions.
- Configure SharePoint security, permissions, and access controls.
- Develop workflows and automate business processes.
- Implement governance and compliance controls.
- Improve organisational collaboration and knowledge sharing.
- Integrate SharePoint with Microsoft 365 applications.
- Optimise content management and information architecture.
- Support digital transformation and workplace modernisation initiatives.

WHO SHOULD ATTEND

Designed for

SharePoint Administrators | Microsoft 365 Administrators | ICT Managers | Systems Administrators | Information Management Professionals | Records Management Officers | Knowledge Management Specialists | Business Analysts | Digital Transformation Professionals | Compliance and Governance Officers | Project Managers | Technology Consultants | Team Leaders and Department Heads | Professionals responsible for collaboration and content management

PROGRAMME

Course outline

Day 1: Introduction to Microsoft SharePoint

- Introduction to SharePoint and Microsoft 365
- SharePoint Architecture and Components
- SharePoint Online Overview
- Site Types and Templates
- Information Architecture Fundamentals
- Site Planning and Design Principles
- SharePoint Best Practices

Day 2: Site Administration and Content Management

- Creating and Managing SharePoint Sites
- Lists and Libraries Administration
- Document Management Fundamentals
- Metadata and Content Types
- Version Control and Document Collaboration
- Search Functionality and Content Discovery
- Site Customisation Techniques

Day 3: Security, Permissions and Governance

- SharePoint Security Frameworks
- Permissions and Access Management
- User and Group Administration
- Information Protection and Data Security
- Compliance and Regulatory Requirements
- Records Management and Retention Policies
- SharePoint Governance Frameworks

Day 4: Workflow Automation and Microsoft 365 Integration

- Workflow Fundamentals
- Business Process Automation
- Integration with Microsoft Power Automate
- Forms and Process Automation
- Integration with Microsoft Teams
- SharePoint and OneDrive Integration
- Productivity and Collaboration Enhancements

Day 5: Advanced SharePoint Administration and Capstone Project

- SharePoint Administration Best Practices
- Performance Monitoring and Optimisation
- Digital Workplace Transformation
- Knowledge Management Solutions
- Emerging Trends in SharePoint and Microsoft 365
- SharePoint Solution Design Strategies
- Capstone SharePoint Collaboration and Governance Project

METHODOLOGY

How you will learn

This highly interactive programme combines:

- Expert-led presentations
- Hands-on SharePoint administration workshops
- Site development exercises
- Document management simulations
- Workflow automation laboratories
- Collaboration and governance case studies
- Microsoft 365 integration exercises
- Group discussions and collaborative learning
- Security and compliance workshops

— Capstone SharePoint implementation project

IMPACT

The return on learning

For your organisation

- Improve collaboration and information sharing
- Strengthen document and records management
- Improve business process efficiency and automation
- Enhance governance and compliance capabilities
- Improve knowledge management and organisational learning
- Strengthen information security and access controls
- Improve employee productivity and collaboration
- Reduce information silos and duplication
- Support modern digital workplace initiatives
- Enhance return on Microsoft 365 investments

For you

- Develop professional SharePoint administration expertise
- Strengthen collaboration platform management skills
- Improve document and content management competencies
- Gain practical experience in workflow automation
- Enhance governance and compliance knowledge
- Improve productivity and digital workplace administration capabilities
- Strengthen professional credibility in Microsoft technologies
- Enhance career opportunities in Microsoft 365 and collaboration management

CERTIFICATION

Seya Capital certificate

Upon successful completion of the programme, participants will be awarded the prestigious:

Seya Capital Professional Certificate in Microsoft SharePoint Administration and Collaboration

Recognising professional competence in Microsoft SharePoint administration, collaboration management, document and records management, workflow automation, information governance, Microsoft 365 integration, digital workplace transformation, content management, compliance administration, and enterprise collaboration solutions.

Register or enquire: info@seyacapital.com · www.seyacapital.com