Garnet
Garnet Global Training Center

GGT-IT-129

Information Technology & Software

SharePoint & Microsoft Teams Administration

إدارة SharePoint وMicrosoft Teams

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (management)**

Overview

SharePoint & Microsoft Teams Administration equips managers and specialists to plan, organise and control this area of work, set targets and measure results. Infrastructure, service management and software delivery skills for IT teams. Choose 5 or 10 days, classroom or live online, English or Arabic; organisations can also run it in-house and adapt the examples to their own work.

What you will be able to do

- Set up and run SharePoint & Microsoft Teams Administration as a managed process with clear roles.
- Control risk, quality and compliance in this area.
- Lead improvement projects and measure their benefit.
- Report clearly to senior management and stakeholders.
- Manage contractors, suppliers and internal customers.

Who should attend

IT managers, system administrators, developers and service desk leads. It suits supervisors, section heads and specialists who manage, or are about to manage, this area.

Key topics

- Architecture and infrastructure
- Service management processes
- Security by design
- Cloud and DevOps practices
- IT governance and budgeting
- Hands-on labs

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 SharePoint & Microsoft Teams Administration: the management framework

- Service management processes
- Hands-on workshop on a workplace challenge

Day 2 Planning, resources and budgets

- Security by design
- Cloud and DevOps practices

Day 3 Performance measurement and control

- IT governance and budgeting
- Common mistakes and how to avoid them

Day 4 Risk, compliance and improvement

- Hands-on labs
- Regional and international case studies

Day 5 Management case study and action plan

- Architecture and infrastructure
- Checklists and templates to take away

10-day outline

Day 1 SharePoint & Microsoft Teams Administration: the management framework

- Service management processes
- Hands-on workshop on a workplace challenge

Day 2 Planning, resources and budgets

- Security by design
- Cloud and DevOps practices

Day 3 Performance measurement and control

- IT governance and budgeting
- Common mistakes and how to avoid them

Day 4 Risk, compliance and improvement

- Hands-on labs
- Regional and international case studies

Day 5 Management case study and action plan

- Architecture and infrastructure
- Checklists and templates to take away

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Group discussion and peer review

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Measurement and reporting

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
15–19 Feb 2027	5-day online	Live online	English	2,950
1–5 Mar 2027	5-day classroom	Dubai	English	4,750
16–27 May 2027	10-day classroom	Jeddah	English	8,950
5–9 Dec 2027	5-day classroom	Cairo	English	4,750
10–21 Jan 2028	10-day online	Live online	English	5,450
21–25 Feb 2028	5-day classroom	London	English	4,750
12–23 Mar 2028	10-day classroom	Muscat	English	8,950
2–6 Oct 2028	5-day classroom	Paris	English	4,750
5–9 Feb 2029	5-day classroom	Dubai	English	4,750

Dates	Format	City	Language	Fee (USD)
13–24 May 2029	10-day classroom	Doha	Arabic	8,950
17–21 Sep 2029	5-day classroom	Abu Dhabi	Arabic	4,750
8–12 Oct 2029	5-day online	Live online	Arabic	2,950
10–14 Feb 2030	5-day classroom	Jeddah	Arabic	4,750
8–12 Jul 2030	5-day classroom	Barcelona	English	4,750
18–29 Aug 2030	10-day classroom	Kuwait City	Arabic	8,950
21 Oct – 1 Nov 2030	10-day online	Live online	English	5,450

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/