

Microsoft 365 for the modern workplace

Course outline · issued 14 September 2026

Technology areas	Microsoft 365
Level	Foundation
Short course	2 days
One-month track	4 weeks · 8 training days · 48 contact hours
Two-month track	8 weeks · 16 training days · 96 contact hours
Delivery	In person, Virtual, Hybrid
Class size	10 to 30 participants
Certification	Certificate of completion
Entry requirements	None. Intended for administrative and professional staff.

Who it is for

Administrative and professional staff.

By the end, participants can

- Collaborate on documents in Teams and SharePoint
- Manage email, calendars and tasks efficiently
- Apply sensitivity labels and retention to records

Short course modules (2 days)

1. Teams and meetings
2. OneDrive and SharePoint document control
3. Outlook and Planner
4. Forms and simple automation
5. Information protection basics

One-month track — weeks 1 to 4

4 weeks · 8 training days · 48 contact hours

Week 1 — Teams and collaboration

- Teams, channels and when to use which
- Meetings, recordings and accessibility
- Chat etiquette in an official setting
- Notifications and reclaiming your attention

Practical: Set up a team workspace for one real unit.

Week 2 — Document control in OneDrive and SharePoint

- Where a document should live and why
- Co-authoring, version history and recovery
- Permissions, sharing links and external access
- Metadata and structured libraries

Practical: Migrate a shared drive folder into a structured library.

Week 3 — Outlook, Planner and personal workflow

- Inbox rules, categories and search that works
- Calendars, delegation and shared mailboxes
- Tasks in Planner and To Do
- Running a unit's work from one board

Practical: Build a unit work board and the routines around it.

Week 4 — Forms, automation and information protection

- Forms for internal data collection
- Simple Power Automate flows
- Sensitivity labels and retention
- Records that must not be deleted

Practical: Automate one recurring approval and label its records.

Checkpoint: the one-month track is assessed [here](#).

Two-month track — continues through weeks 5 to 8

8 weeks · 16 training days · 96 contact hours

Week 5 — Lists and lightweight applications

- SharePoint Lists as a small register
- Views, filters and formatting
- Replacing a spreadsheet that has outgrown itself
- When to escalate to a real system

Practical: Rebuild a tracking spreadsheet as a shared list with views.

Week 6 — Reporting and Power BI basics

- Connecting Power BI to Lists and Excel
- A simple operational dashboard
- Sharing reports inside Teams
- Refresh and data ownership

Practical: Publish an operational dashboard into the team workspace.

Week 7 — Governance and administration

- Naming, lifecycle and sprawl control
- Guest access and data leaving the agency
- Compliance, eDiscovery and audit logs
- Supporting colleagues who are struggling

Practical: Write the workspace governance rules for your directorate.

Week 8 — Capstone workspace

- Consolidating the workspace and its conventions
- Training the rest of the unit
- Presenting to the unit head
- Adoption plan for the next quarter

Practical: Present the capstone workspace and adoption plan.

Capstone assessment and post-course evaluation.

Capstone

A team workspace built to a standard: a structured document library, agreed collaboration conventions, two automated workflows and applied retention labels.

About this outline

Indicative extended tracks. The one-month track runs weeks 1 to 4; the two-month track continues through week 8 with deeper labs, certification preparation and a capstone. Weeks, contact hours and cohort sizes are finalised with each client.

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