



Commencement date: 08-12 June 2026

Closing date of registrations: 25 May 2026

Costs: R6 900

Short Learning Programme: Share-Point

SharePoint is an excellent document management and collaboration tool for any type of company. It lets you organize all of your team's files in one place, making it simple to access and work together on papers from any location.

!!!!!!!!!!!!!! Enrolments are now open for 2026, Act Fast Limited Space Available!!!!!!!!!!!!!!

Who Should attend

This course is appropriate for - Human Resources Departments, Administration Departments, Financial Services Professionals. - Legal Teams, IT and Support Teams, Research and Development Teams, Marketing and Creative Teams. - Project Managers, Educators, Non-profit Organizations and Healthcare Professionals

Brief overview of the SLP

The main purpose of this course is to offer a candidate the foundational knowledge of SharePoint technology. A candidate attending this course will: - Learn to navigate and use SharePoint for collaboration and document management. - Understand the basic concepts and components of SharePoint. - Develop skills to create and manage SharePoint sites and libraries for Teams and Communication purposes.

What's in It for You? Upon completion of the SLP in customer service, participants will have learned.

- Use SharePoint for collaboration and communication
- Create and manage the Document Libraries
- Automate some Business workflow on SharePoint
- Design and develop intranet sites

Admission requirements

Basic computer literacy

Proficiency in English (Ability to Read and Write in English)

Mode of Delivery

Contact classes for 4 days

Venue: VUT, CAD, Vanderbijlpark

Payment conditions:

The course fees should be fully payable before the commencement of the programme. The closing date of the fee's payment is at least 2 weeks' prior commencement.

Register now to secure your spot: [link/ QR code](#)

For enquiries and registration contact:

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