



SHAREPOINT AND KNOWLEDGE MANAGEMENT TRAINING

UNLOCK ORGANISATIONAL
KNOWLEDGE: TRAIN YOUR PEOPLE
TO CONNECT, COLLABORATE AND
SHARE WITH CONFIDENCE

January 2026



SHAREPOINT AND KNOWLEDGE MANAGEMENT TRAINING

MAKING INFORMATION ACCESSIBLE: TURNING CONTENT INTO A COLLABORATION TOOL

We help people use SharePoint and Microsoft 365 to manage and share knowledge confidently.

From intranet rollouts to better content practices, our training aligns tools to real workflows.

Whether you're launching new structures or improving existing ones, we build capability that makes finding, sharing and using information efficient and sustainable.

“

The team invest time in getting to know what's happening around the organisation, what's working, and where the challenges are.

Then they work their magic to really bring ideas to life and communicate key messages in a really engaging and impactful way.

”

HEAD OF DATA MANAGEMENT,
GOVERNANCE AND SKILLS DEVELOPMENT
MINISTRY OF DEFENCE

OUR APPROACH

We combine technical expertise in SharePoint with proven change and training methodologies to support effective knowledge sharing. Our tailored training demystifies SharePoint, shows people how to use it in practice and embeds usage that supports organisational goals. We also work with stakeholders to design knowledge structures that reflect how people think, work and collaborate, not just where the content sits.

BENEFITS



Enables confident use of SharePoint for collaboration and content.



Helps people find, share and store knowledge effectively.



Increases adoption of SharePoint and Microsoft 365 tools.



Reduces duplication and improves knowledge visibility.



Supports organisational knowledge retention and sharing.



Improves consistency and compliance in information management.

FEATURES



Role-based SharePoint training sessions and guidance.



Knowledge management best practices and templates.



Information architecture and content structure support.



Task-specific SharePoint learning materials.



SharePoint adoption and engagement communications.



Integration guidance across Microsoft 365 collaboration tools.



Post-training evaluation and usage analytics.



WHY CHANGE MATTERS

CHANGE IS THE ONLY CONSTANT

If done right, it encourages innovation, drives efficiencies, develops new skills, and improves morale.

Messaging is the key to success, so we help you craft the right words to say.

OUR 4 E'S METHODOLOGY

- **Establish:** build the foundations to make things happen
- **Excite:** drive awareness and enthusiasm
- **Equip:** Upskill your people
- **Embed:** Change that sticks



DRIVE ADOPTION WITH BESPOKE TRAINING & RESOURCES



Getting to know Teams

COLLABORATE ON DOCUMENTS



USER GUIDE



Version: 001 Date: 01 May 2021

Getting to know Teams – COLLABORATE ON DOCUMENTS

Introduction

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Have a good meeting!

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Getting to know Teams – COLLABORATE ON DOCUMENTS

Accessing your files

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- Use OneNote in Teams to create and collaborate on ideas...notes are automatically shared with your team and are easy to find
- Click 'Save message' to bookmark and





SUCCESS STORIES

“

We're now an organisation that has got people with the level of skill to complement their passion for working in new ways. And who are supporting that change within their services.

”

DIRECTOR OF PEOPLE AND INCLUSION
BURY COUNCIL



[Read online: NHS Derby and Derbyshire ICB case study](#)

NHS DERBY AND DERBYSHIRE ICB

- ✓ Delivered a technology landscape report across 300+ care homes
- ✓ Completed a training needs analysis across the ICB
- ✓ Established M365 skill levels and attitudes towards training within the ICB
- ✓ Developed digital skills strategy with recommendations for priority skills and training approach
- ✓ Rolled out a digital champions programme and targeted M365 training

BURY COUNCIL

- ✓ Delivered 18 month digital champions programme
- ✓ Trained over 950 employees in Microsoft 365, soft skills and new ways of working
- ✓ Conducted digital maturity assessments to benchmark skills and measure progress
- ✓ Digital skills increased by 71%
- ✓ Training sessions rated on average 9.3 out of 10 by participants



[Read online: Bury Council case study](#)

SUCCESS STORIES

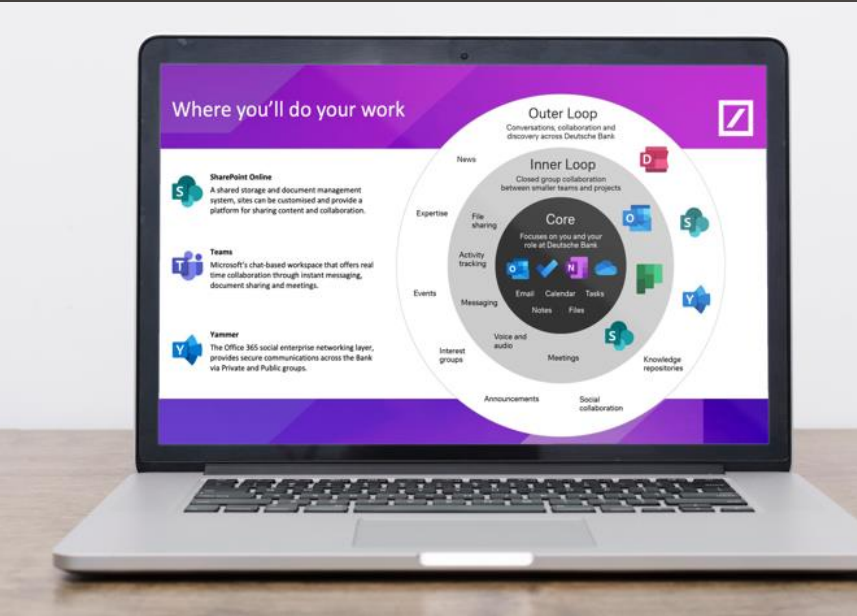
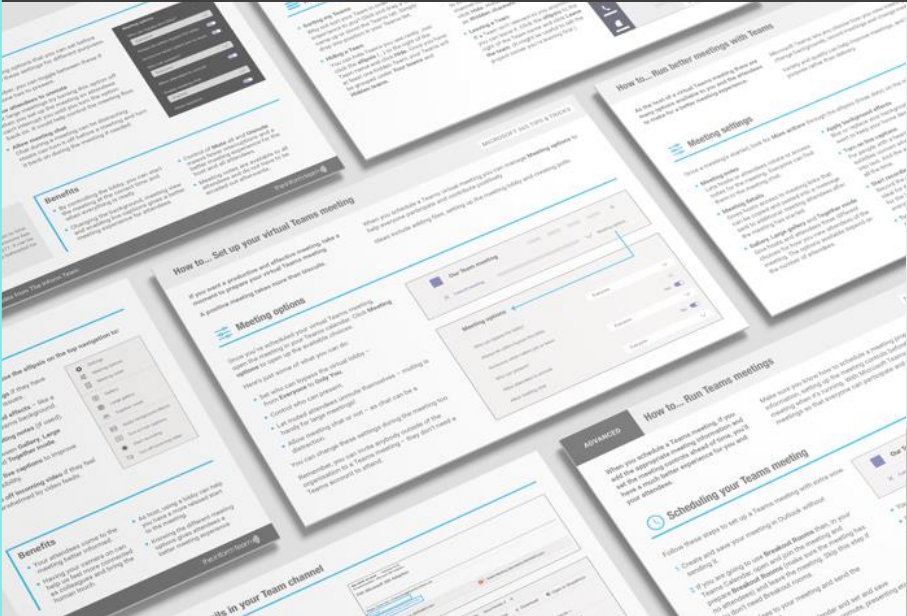
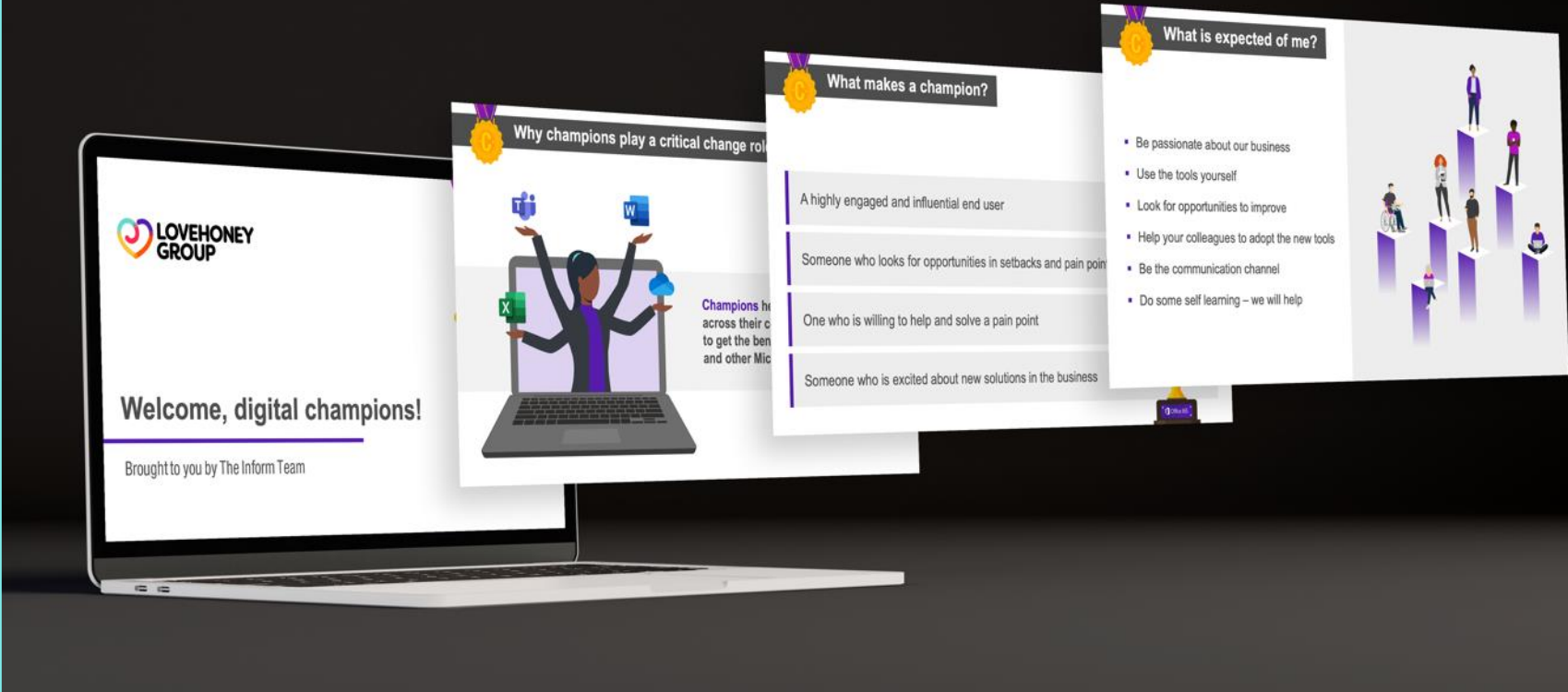
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The Inform Team were pivotal in cultivating a mindset of change within ORR which was key to successfully implementing organisational transformation.

In the realm of business change when implementing Teams and SharePoint, it is prudent to remember that change is not a disruption, but an opportunity to unlock untapped potential and elevate our collective brilliance.

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PROJECT LEAD
OFFICE OF RAIL AND ROAD



MIX AND MATCH OUR SERVICES TO **SUIT** **YOUR PROJECT GOALS**

- Microsoft 365 digital skills training
- Teams training and hybrid working upskilling
- SharePoint and knowledge management enablement
- Power Platform training and low-code awareness
- Windows 11 end-user support
- Digital learning strategy and capability building
- Training needs analysis and skills diagnostics
- Train-the-trainer and coaching programmes
- E-learning and digital resources
- Champions training and peer-led enablement

