

Introduction to Confluence

Course Duration: 4 days (8 hours/day)

Prerequisites: None

Course Description: Confluence is the SaaS tool that allows you to manage collaboration and knowledge sharing within your team, optimize your processes, and promote a culture of transparent and efficient work. Its ease of use and functional richness make it an essential tool for anyone who wants to improve their team's collaboration and efficiency today. In this course, you'll learn everything you need to start using Confluence. Starting with very basic concepts, such as what Confluence is and how knowledge management works, we'll dive into more advanced concepts, like how to enhance internal communication and boost your productivity with the advanced features of this tool.

Course Outline:

1: Course Introduction

- Introduction to Confluence
- Why Use Confluence?
- Confluence vs Jira
- Key Confluence Terms
- Installing Confluence Cloud

2: Confluence Interface

- Exploring the Confluence Interface
- Managing Your Personal Space on Confluence
- Creating and Managing Pages in Personal Space
- Getting Started with Team Space
- Optimizing Team Space

3: Advance Features of Confluence

- Mastering Content Management: Import and Export
- Page Layout Tips for Confluence
- Using Macros in Confluence

4: Confluence for Specific Roles

- Confluence Administrator: User Management and Permissions
- Confluence for Managers: Spaces, Permissions, and Teams

5: Collaborations and Interaction in Confluence

- Fundamentals of Collaboration with Confluence
- Advanced Collaboration Strategies in Confluence

6: Maximizing Confluence with Integrations and Extensions

- Mastering Templates and Blueprints in Confluence
- Synchronizing Confluence with Jira
- Enhancing Confluence with Popular Extensions