KOENIG SOLUTIONS · COURSE OUTLINE

# Introduction to Confluence

Learn to set up, navigate and administer Confluence, from personal and team spaces to macros, integrations and collaboration features.

| 4 Days | 6 | 20 |
| --- | --- | --- |
| 8 HOURS A DAY | MODULES | TOPICS |

## COURSE OVERVIEW

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.

## WHO THIS COURSE IS FOR

- **Confluence Administrators**
- **Team Managers**
- **Knowledge Managers**
- **Project Coordinators**
- **Collaboration Leads**

## PREREQUISITES

- None

## LEARNING OBJECTIVES

- Explain what Confluence is and how it differs from Jira
- Identify key Confluence terms and install Confluence Cloud
- Navigate the Confluence interface and personal space
- Create and manage pages within personal and team spaces
- Apply page layout tips and macros to organise content
- Configure user management and permissions as an administrator
- Describe collaboration strategies within Confluence
- Implement templates, blueprints and extensions to integrate with Jira

COURSE SYLLABUS

# 6 Modules, 20 Topics

01

## Course Introduction

TOPICS

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

02

## Confluence Interface

TOPICS

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

03

## Advance Features of Confluence

TOPICS

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

04

## Confluence for Specific Roles

TOPICS

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

05

## Collaborations and Interaction in Confluence

TOPICS

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

06

### Maximizing Confluence with Integrations and Extensions

TOPICS

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

WHAT IS INCLUDED

## Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

## Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

## Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

## Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com | info@koenig-solutions.com