Google Workspace Administrator

Content

Module 1: Introduction to Google Workspace

- Overview of Google Workspace and its services
- Benefits of using Google Workspace for businesses
- Navigating the Google Admin console
- Understanding user roles and permissions

Module 2: Managing Users and Groups

- Creating and managing user accounts
- Configuring user settings and permissions
- Setting up and managing groups and organizational units
- Implementing user provisioning and de-provisioning processes

Module 3: Configuring Google Workspace Services

- Setting up Gmail, Google Drive, and other core services
- Configuring service settings and policies
- Managing app access and permissions
- Customizing user experience with company branding

Module 4: Security and Compliance

- Implementing security best practices
- Configuring two-factor authentication (2FA)
- Managing data security and compliance policies
- Monitoring and auditing security activity

Module 5: Managing Devices and Endpoints

- Configuring and managing mobile device policies
- Setting up and managing endpoint security
- Monitoring device compliance and activity
- Troubleshooting common device issues

Module 6: Advanced Admin Console Features

- Using the Admin console for advanced configurations
- Integrating with third-party applications
- Automating administrative tasks with Google Workspace APIs
- Leveraging reporting and analytics tools

Module 7: Troubleshooting and Support

- Diagnosing and resolving common issues
- Using Google Workspace support resources
- Implementing best practices for user support
- Preparing for and handling data migrations

Module 8: Managing Organizational Changes

- Handling organizational restructuring and changes
- Implementing data retention and e-discovery policies
- Managing large-scale user and data migrations
- Preparing for audits and compliance checks

Module 9: Training and Adoption

- Developing training programs for end-users
- Encouraging adoption and best practices
- Creating user guides and documentation
- Measuring training effectiveness and user satisfaction

Module 10: Future Trends and Updates

- Staying updated with Google Workspace developments
- Exploring new features and updates
- Planning for future upgrades and expansions
- Leveraging Google Workspace community and resources