Google Workspace Advanced Administration

Course code: GWSGWA

Advanced course for administrators who already master the basic administration of Google Workspace.

Who is the course for

- Administrators who have completed GW-001 Fundamentals,
- IT specialists managing a larger number of users and applications,
- staff members who want to deepen their knowledge of Google Workspace administration.

What we teach you

Participants will learn to manage users, organizational units, groups, and applications more efficiently, as well as monitor activity within the organization. The course focuses on practical and effective use of the Admin Console and on optimizing the company environment.

- manage users, OUs, and groups efficiently,
- assign and optimize applications for users and OUs,
- monitor activities and create audit reports,
- handle advanced administrative scenarios in a corporate environment,
- optimize Google Workspace administration for efficient company operations.

Required skills

- knowledge of Google Workspace administration (GW-001 or equivalent experience),
- access to the Admin Console with a super administrator role.

Course outline

1. Introduction and Overview of Advanced Features (30 min)

- Summary of administration basics
- Overview of tools and features for advanced management

2. Efficient Identity and Access Management (120 min)

- Privileged and non-privileged accounts
- Delegated roles and permissions
- Bulk user management and settings changes
- Practical demo: batch imports, roles, MFA

3. Organizational Units and Groups (120 min)

- Advanced OU settings and policy inheritance
- Google Groups for internal distribution and app access
- Access and sharing optimization
- Practical demo: configuring OU and group policies

4. Application and Access Management (90 min)

- Assigning applications to users and OUs
- Setting permissions for third-party applications
- Optimization of licenses and storage quotas
- Practical demo: app and license management

5. Monitoring and Audit (90 min)

- User and application audit logs
- Detection of suspicious activity
- Practical demo: anomaly search, basic reports

6. Q&A and Conclusion (30 min)

- Discussion of specific scenarios

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- Summary of key insights
- Recommendations for next steps and resources

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