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Google Workspace Associate Administrator Certification Training

2 days (14 hours)

Overview

The Google Workspace Associate Administrator certification is a Google Cloud certification designed for professionals responsible for administering a Google Workspace environment. It validates the skills needed to manage users, configure collaboration services, secure access, and monitor an organization's activity.

Our Google Cloud Certification - Associate Google Workspace Administrator training will enable you to master the operational administration of Google Workspace through the Admin Console, including account management, groups, organizational units, and licenses.

You will learn how to configure, secure, monitor, and troubleshoot key Google Workspace services such as Gmail, Google Drive, Calendar, and Google Meet.

Upon completion of the course, you will be able to independently administer a Workspace environment, apply security best practices, manage common incidents, and effectively prepare for the Google Cloud Associate Google Workspace Administrator certification.

Like all our courses, this one will introduce you to **the latest stable version** of the technology and its new features.

Objectives

- Understand the Google Workspace ecosystem and the role of an administrator
- Manage users, groups, licenses, and organizational units
- Administer Gmail, Drive, Calendar, and Meet
- Secure accounts, access, and data sharing

- Use audit logs, reports, and security alerts
- Preparing for the Google Workspace Associate Administrator certification

Target Audience

- System and network administrators
- Support and help desk technicians
- IT managers and desktop administrators
- Beginner or intermediate Google Workspace administrators
- Professionals preparing for the Google Workspace Administrator certification

Prerequisites

- Basic knowledge of IT administration
- General understanding of user accounts, groups, and access rights
- Familiarity with Google Workspace tools
- No advanced development experience is required

Google Cloud Training Program - Google Workspace Associate Administrator

[Day 1 - Morning]

Discover Google Workspace and the role of an administrator

- Understand the Google Workspace ecosystem and its key collaboration services
- Identify the responsibilities of a Google Workspace Associate Administrator
- Explore the Admin Console and its main sections
- Understand the concepts of domain, license, user, and organization
- Position Google Workspace within a cloud collaboration strategy
- Hands-on workshop: Getting started with the Google Workspace Admin Console.

[Day 1 - Afternoon]

Manage users, groups, and organizational units

- Creating, editing, suspending, and deleting user accounts
- Structure the organization with organizational units
- Administer Google Groups and their access settings
- Manage profiles, aliases, licenses, and user settings
- Set up simple governance for accounts and groups
- Hands-on workshop: Create an organizational structure with users, groups, and licenses.

Administer Gmail, Calendar, Drive, and Meet

- Configure essential Gmail settings for the organization
- Administer sharing rules in Google Drive and shared drives
- Set up Google Calendar for users and resources
- Manage collaboration features with Google Meet
- Apply differentiated rules based on organizational units

[Day 2 - Morning]

Secure access and protect data

- Implement best practices for authentication and password management
- Configure two-step verification and account security policies
- Manage administrator roles and the principle of least privilege
- Control access to third-party applications and Google services
- Understand data protection, compliance, and external sharing challenges
- Hands-on workshop: Hardening the security of a Google Workspace environment.

[Day 2 - Afternoon]

Monitor, audit, and resolve incidents

- Leverage reports, audit logs, and admin dashboards
- Analyzing connections, user activity, and security events
- Configure administrator alerts and critical notifications
- Diagnose incidents related to Gmail, Drive, accounts, and access
- Implement simple support and escalation procedures
- Hands-on workshop: Analyzing a user incident using audit logs.

Prepare for the Google Workspace Associate Administrator certification

- Understand the structure of the Google Workspace Administrator Associate exam
- Review key areas: users, services, security, auditing, and troubleshooting
- Identify common exam scenarios and pitfalls
- Practice choosing the right administrative actions based on the context
- Create a personalized study plan after the training
- Hands-on workshop: Mock exam + detailed feedback.

Target Audience

This training is designed for both individuals and companies—large or small—seeking to train their teams in new advanced IT technologies or to acquire specific professional knowledge or modern methods.

Assessment upon enrollment

The pre-training assessment complies with Qualiopi quality standards. Upon

final registration, the learner receives a self-assessment questionnaire that allows us to assess their estimated level of proficiency with various types of technologies, as well as their expectations and personal goals regarding the upcoming training, within the limits imposed by the selected format. This questionnaire also allows us to anticipate certain connection or internal security issues within the company (intra-company or virtual classroom) that could pose challenges for monitoring and ensuring the smooth running of the training session.

Teaching Methods

Practical Course: 60% Practical, 40% Theory. Training materials distributed in digital format to all participants.

Organization

The course alternates between theoretical input from the trainer, supported by examples and reflection sessions, and group work.

Assessment

At the end of the session, a multiple-choice questionnaire is used to verify that the skills have been properly acquired.

Certification

A certificate will be issued to each trainee who has completed the entire training program.