Course : Notion, organizing collaborative project management

Practical course - 2d - 14h00 - Ref. NOT
Price : 1280 € E.T.

Notion is the best productivity tool of its generation. It lets you create and organize your own customized productivity environment. It's the perfect software for project management and for finding all your tasks in a single space, accessible from anywhere.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Create a workspace with a user group
- ✓ Integrating different blocks
- ✓ Exploiting integrations
- ✓ Create and share your own organization system

Intended audience

Anyone who wants to organize their tasks and work with different applications.

Prerequisites

Basic computer skills.

Course schedule

1 No-code and collaborative platforms

- The challenges of no-code.
- Focus on app builders.
- For whom and what?

Storyboarding workshops
Accelerating digital transformation, the idea of using non-computer resources, tools that are increasingly available to users.

PARTICIPANTS
Anyone who wants to organize their tasks and work with different applications.

PREREQUISITES
Basic computer skills.

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

2 Getting started with Notion

- Overview of Notion: interface and features.
- Examples and use cases.
- Existing templates.
- Identify the different types of licenses.
- How to create a Notion account.

Hands-on work
Create an account and install Notion.

3 Setting up a page

- Create a page.
- Use blocks.
- Customize the themes and design of your page.
- Manage settings and share page.

Hands-on work
Creation and customization of the project tracking tool.

4 Introduction to databases

- Introduction and use of views.
- Create an "action" view.
- Create a "timeline" view.
- Create a "calendar" view.
- Create a "gallery" view.
- Create a "list" view.

Hands-on work
Create and manipulate the different views presented.

5 Discover advanced functions

- Relationships.
- Rollups.returnchariot
- Formulas.
- Templates and formulas.

Hands-on work
Practical application of the various points presented.

6 Workspace and the production system

- Use of different types of blocks.
- Workspace layout.
- Customize the themes and design of your workspace.
- Share information and collaborate.

Hands-on work
Create and customize a corporate workspace.