Level *Up*

MASTER YOUR DIGITAL SKILLS

Mastering Project Management with Notion
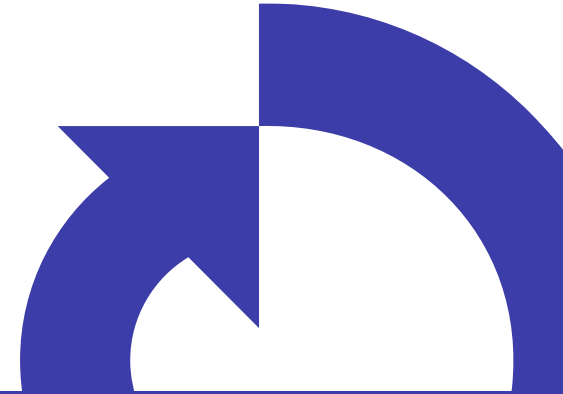
General ICT Skills

JOIST Innovation Park

Co-funded by
the European Union

COURSE OVERVIEW

This course is dedicated to empowering individuals with the skills to efficiently manage projects using Notion, fostering collaboration, and enhancing productivity. It provides a comprehensive learning experience that transforms your approach to project management, ensuring efficient and successful project outcomes.

OUR GOALS

1. Gain comprehensive skills in navigating the Notion interface and customizing workspaces to create an efficient and personalized project management environment.
2. Learn to create, manage, and optimize databases using various views, filters, and sorts to effectively track and manage project tasks and resources.
3. Understand how to share pages, manage permissions, and set up collaborative workspaces that foster teamwork and improve overall productivity within projects.
4. Utilize advanced Notion features such as relations, rollups, and formulas to implement complex project management systems and workflows, enhancing the ability to manage intricate projects seamlessly.

COURSE DESCRIPTION

This course is designed to transform your approach to project management by leveraging the powerful features of Notion. Whether you're new to digital project management tools or seeking to enhance your existing skills, this course will provide you with the knowledge and practical techniques to optimize your project workflows effectively.

- Module 1: Getting Started with Notion

- Module 2: Utilizing Databases

- Module 3: Sharing Tools and Permissions in Notion

- Module 4: Setting Up Your Workspace for Project Management

- Module 5: Advanced Project Management Techniques

COURSE INFO

Location	**iED Academy**
Available from	**12.06.2024**
Duration	**5 hours**
Availability	**Until 30.09.2024**
Cost	**Free**

Level Up

Enroll Now

VISIT US AT

levelup-skills.eu

CONNECT WITH US