



MASTER YOUR DIGITAL SKILLS

Mastering Project Management with Notion

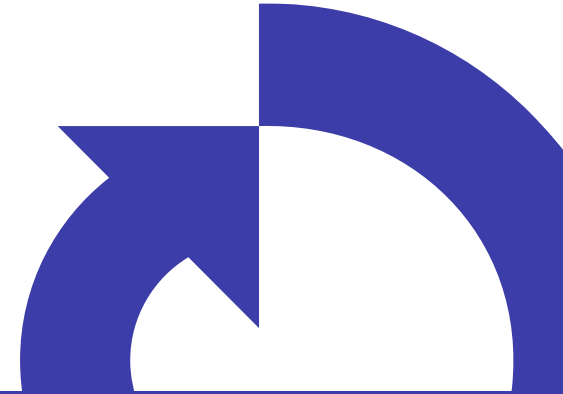
General ICT Skills
JOIST Innovation Park



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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	<u>iED Academy</u>
Available from	12.06.2024
Duration	5 hours
Availability	Until 30.09.2024
Cost	Free



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This document was produced in the course of the Level Up project, which received funding from the Digital Europe Programme (DIGITAL) of the European Union under Grant Agreement no 101100679.

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