Level *Up*

MASTER YOUR DIGITAL SKILLS

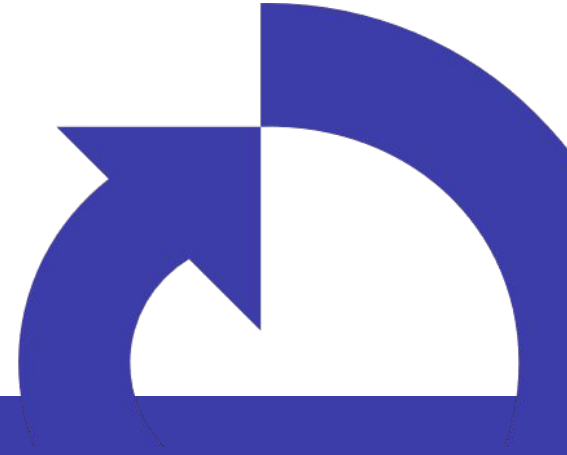### Notion AI: Wikis, Projects & CRM

ICT Skills

Workearly

Co-funded by
the European Union

COURSE OVERVIEW

Explore modern productivity tools to organize information, manage workflows, and streamline business operations for improved efficiency.

OUR GOALS

1. **Master Notion Basics** – Learn structure, blocks, and databases.
2. **Build Smart Workspaces** – Create wikis, projects, and CRMs.
3. **Use Notion AI** – Automate writing, summaries, and insights.
4. **Improve Efficiency** – Streamline workflows and collaboration.

COURSE DESCRIPTION

Discover how to use Notion AI to manage information, projects, and client relationships in one workspace. Learn to organize data, automate tasks, and enhance productivity across teams.

- **Intro to Notion & AI – Overview and key features.**
- **Workspace Setup – Pages, blocks, and databases.**
- **Wikis & Docs – Knowledge sharing and templates.**
- **Project Management – Tasks, timelines, and tracking.**
- **CRM Systems – Managing clients and pipelines.**
- **AI Tools in Notion – Writing, summarizing, and automating.**
- **Best Practices – Collaboration and workspace organization.**

COURSE INFO

Location	**Workearly Platform**
Date	**Asynchronous**
Duration	**5 hours**
Cost	**Participation is fully funded by the European Union, under the Level Up Project**

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Enroll Now

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