TRAINING
Asana

LEARNING OBJECTIVES
- Understand the fundamentals of project management with Asana
- Structure efficient collaborative projects and processes
- Track tasks, teams and deadlines clearly
- Leverage Asana views, automations and integrations to increase productivity

TRAINING DURATION
2 days (14 hours)

TARGET AUDIENCE
Marketing, project management and cross-functional team professionals

PREREQUISITES
None

ACCESS TIME
Eligibility based on application and interview with the Experience team: response within 48 hours.

PRICE
- Inter-company training: €1,680 excl. VAT per person
- Intra-company / tailor-made training: on request

Crews Education

3 rue Lac du Mont-Cenis, BP 70408, 73370 Le Bourget du Lac, FRANCE
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DETAILED PROGRAM

- Introduction to Asana
    - Overview of the tool and its use cases
    - Interface, navigation, account structure and workspace
    - Projects, tasks, sections, subtasks and comments
- Structuring projects
    - Creating simple and complex projects
    - Using views (list, board, calendar, timeline)
    - Deadline tracking, prioritisation and dependencies
- Team collaboration
    - Assignments, notifications, comments and attachments
    - Creating templates, duplicating and organising projects
    - Progress tracking, reporting and visual dashboards
- Automation and productivity
    - Creating automation rules (trigger + action)
    - Forms, custom fields and statuses
    - Use cases for automating recurring processes
- Integrations and synchronisation
    - Connecting with Google Workspace, Slack, Zoom, Drive…
    - Asana with CRM, creative or monitoring tools
    - Using Asana with Zapier or Make for advanced workflows
- Practical workshop
    - Creating a complete project workspace
    - Structuring a team workflow or campaign
    - Tracking and presentation using dashboards

CAREER OPPORTUNITIES, PATHWAYS AND FOLLOW-UP COURSES

At the end of the training, learners will be able to efficiently manage projects with Asana, improve team collaboration and automate repetitive tasks to save time.

TEACHING METHODS, RESOURCES AND SUPPORT

- Training delivered by professionals actively working in the digital field
- Varied and dynamic teaching methods (case studies, workshops, assignments)
- Individual support by the Experience team

TRAINING TOOLS

- High-performance digital tools: Google Workspace for Education, Edusign...
- Practical case studies based on real-life business situations

EVALUATION METHODS

- End-of-training assessment via quiz or project submission

RESULTS AND PERFORMANCE INDICATORS

- Satisfaction rate at the end of training: NA
- Individual progress rate: NA

ACCESSIBILITY

Accessibility for people with disabilities or specific difficulties, contact us to organize an interview and offer you a program adapted to your needs: handicap@crews-education.com

Accessibility to international attendants, contact us: international@crews-education.com

CONTACTS

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