



## TRAINING

### Notion

#### LEARNING OBJECTIVES

- Discover Notion's essential features
- Create organised and collaborative workspaces
- Manage projects, databases, content and automations in Notion
- Optimise individual and team productivity through customised workflows

#### TRAINING DURATION

2 days (14 hours)

#### TARGET AUDIENCE

Project management, marketing and organisation 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

Tél : +33 (0)4 80 81 94 50 - Email : [contact@crews-education.com](mailto:contact@crews-education.com)

[www.crews-education.com](http://www.crews-education.com)



## DETAILED PROGRAM

- Introduction to Notion
  - Understanding Notion's modular environment
  - Getting started with the interface, navigation and settings
  - Page structure, blocks and information hierarchy
- Pages and content blocks
  - Using block types (text, lists, media, call-to-action blocks...)
  - Creating customised templates
  - Managing access rights and real-time collaboration
- Databases in Notion
  - Creating and structuring a database
  - Kanban, calendar, table, list and gallery views
  - Filters, sorting, database relations and conditional properties
- Project management with Notion
  - Creating roadmaps, to-do lists and team tracking
  - Task assignment, comments and deadline tracking
  - Using Notion as an onboarding or customer follow-up tool
- Automations and integrations
  - Dynamic templates and smart duplication
  - Connections with Slack, Zapier, Google Calendar, GitHub...
  - Using APIs and no-code tools with Notion
- Practical workshop
  - Creating a structured workspace
  - Modelling a complete project (e.g. CRM, editorial calendar, HR database...)
  - Optimisation and collective feedback

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## CAREER OPPORTUNITIES, PATHWAYS AND FOLLOW-UP COURSES

At the end of the training, learners will be able to structure their own workspace in Notion, collaborate efficiently with their teams and automate selected business processes.

## 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](mailto:handicap@crews-education.com)

Accessibility to international attendants, contact us: [international@crews-education.com](mailto:international@crews-education.com)

## CONTACTS

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