

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
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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

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

CONTACTS

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