TRAINING
Slack

LEARNING OBJECTIVES
- Understand the Slack environment and its professional use cases
- Structure an organisation and its communication channels
- Master key features: messages, files, integrations and automations
- Optimise team collaboration in synchronous and asynchronous modes

TRAINING DURATION
2 days (14 hours)

TARGET AUDIENCE
Communication, digital and project management 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

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DETAILED PROGRAM

- Introduction to Slack
    - Origins and use cases of the tool
    - Understanding workspaces, users, channels and messages
    - Complete interface overview and best practices
- Communication and organisation
    - Creating and managing channels
    - Direct messages, threads, reactions and mentions
    - Naming strategies and effective structuring
- Information sharing and collaboration
    - Sending files, links and images
    - Pinning important content
    - Using reminders, drafts and bookmarks
- Automation and productivity
    - Integrating tools such as Google Drive, Notion, Trello and Calendly
    - Using workflows: automated messages, forms and onboarding
    - Managing notifications and user preferences
- Slack in team projects
    - Methodology for managing a team or project in Slack
    - Cross-functional channels, roles and synchronisation with other tools
    - Asynchronous vs synchronous communication: using Slack effectively by context
- Practical workshop
    - Configuring a test workspace
    - Creating channels, message templates and a custom workflow
    - Use cases tailored to participant profiles

CAREER OPPORTUNITIES, PATHWAYS AND FOLLOW-UP COURSES

At the end of the training, learners will be able to use Slack as a true collaboration hub, streamline internal communication and strengthen coordination between teams and projects.

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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