

## TRAINING

### Trello

#### LEARNING OBJECTIVES

- Master the fundamentals of Trello to manage projects and teams
- Create boards, lists and cards to structure collaborative work
- Automate certain tasks using Butler
- Integrate Trello with other tools to improve productivity

#### 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 Trello
  - Discovering the interface, terminology and possible use cases
  - Creating personal or shared boards
  - Understanding the Kanban logic applied to Trello
- Structuring work
  - Creating lists and cards
  - Adding descriptions, deadlines, attachments and labels
  - Checklists, comments, mentions and activity tracking
- Team collaboration
  - Inviting members and managing permissions
  - Real-time project tracking and notifications
  - Sharing and archiving boards
- Automations with Butler
  - Creating automated rules
  - Triggers, commands and actions
  - Examples of useful daily automations
- Integrations and power-ups
  - Connecting with Google Drive, Slack, Notion, Jira...
  - Adding calendar views, time tracking and dashboards
  - Using Trello templates for different industries
- Practical workshop
  - Creating a real or simulated project management board
  - Setting up relevant automations and integrations
  - Oral presentation and collective analysis

### Crews Education

## **CAREER OPPORTUNITIES, PATHWAYS AND FOLLOW-UP COURSES**

At the end of the training, learners will be able to efficiently manage their projects, structure team workflows and automate recurring tasks using Trello.

## **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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