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Register

AppFlowy Training

3 days (21 hours)

Overview

AppFlowy is an open-source productivity platform designed to offer a modern, flexible, and sovereign alternative to traditional collaborative tools. Its modular approach and ability to centralize documents, projects, and data allow organizations to optimize their internal organization while maintaining complete control over their information.

Our AppFlowy training will teach you how to model workspaces, build document databases, manage team workflows, and set up multi-view tables.

You will discover how to structure a complete environment, adapt it to the needs of your organization, and establish clear governance on a daily basis.

You will also learn how to integrate AppFlowy into your operational processes, organize your internal documentation, manage your projects, and optimize collaboration among your teams.

The goal is to enable you to independently create a professional, consistent, and industrialized AppFlowy space.

By the end of the training, you will be able to deploy AppFlowy within your organization, support your teams in adopting it, and get the most out of it for your steering, communication, and internal management activities.

Like all our training courses, this one is based on the latest stable version of [AppFlowy](#) and focuses on a decidedly practical, real-world approach.

Objectives

- Design a coherent AppFlowy space architecture.
- Structure agile and collaborative workflows.
- Master internal databases, views, and properties.
- Document, organize, and manage a team in AppFlowy.
- Create multi-view tables and reusable templates.
- Deploy AppFlowy effectively within the organization.

Target audience

- Managers
- Project managers
- Product owners
- Team leaders
- Anyone wishing to structure and optimize their internal organization

Prerequisites

- No technical expertise required
- Comfort with collaborative tools recommended

AppFlowy training program

[Day 1 - Morning]

Organization, discovery, and getting started

- Understanding AppFlowy: open-source, productivity, collaboration
- Exploring interfaces: pages, blocks, tables, documents
- Structure your workspace: hierarchies and navigation
- Configuring preferences, themes, and shortcuts
- Adopting initial collaborative uses
- Hands-on workshop: Create your personal space and organize your first pages.

[Day 1 - Afternoon]

Model your needs and structure information

- Identify business needs: project monitoring, knowledge base, roadmap
- Choose the right models: kanban, lists, documents, combined views
- Build reusable templates
- Manage properties: statuses, dates, tags, assignments
- Define team conventions
- Hands-on workshop: Build a standardized team template.

Collaborative management and team workflow

- Organizing roles, access, and content sharing
- Version control and history management
- Structure workflows according to methodologies: Scrum, Kanban, OKR management
- Simple automation via internal properties and routines
- Implementation of best governance practices
- Hands-on workshop: Building a complete team workflow.

[Day 2 - Morning]

In-depth study: tables, relationships, and advanced views

- Creating and managing internal databases
- Relationships between pages, documents, and tables
- Creating multiple views: tables, galleries, calendar
- Advanced filtering and sorting
- Structuring complex ecosystems (PMO, knowledge center, lightweight CRM)
- Hands-on workshop: Building a multi-view table and its relationships.

[Day 2 - Afternoon]

Documentation, communication, and knowledge management

- Structured collaborative writing
- Best practices for visual layout
- Creating document databases for teams
- Implementation of naming and organization conventions
- Managing internal communication via AppFlowy
- Hands-on workshop: Building a comprehensive document database.

Project monitoring and management

- Structure project management: milestones, tasks, assignments
- Schedule management: calendar views, timeline
- Performance monitoring and simple reporting
- OKR integration and progress monitoring
- Setting up a manager dashboard
- Practical workshop: Building an operational management space.

[Day 3 - Morning]

Integrations, extensions, and customization

- Understanding AppFlowy's modular architecture
- Presentation of community plugins and extensions

- Possible connectors (depending on version)
- Customizing the user experience
- Managing synchronization between devices
- Hands-on workshop: Installing and configuring key extensions.

[Day 3 - Afternoon]

Security, governance, and organizational deployment

- On-premises, cloud, self-hosted management
- Permissions, security, privacy
- Implementing an internal governance strategy
- Best practices for team onboarding
- Structure the evolution and maintenance of spaces
- Practical workshop: Defining comprehensive governance for a team.

Production launch and industrialization of uses

- Prepare a migration from Notion/Confluence/Trello
- Create an internal user guide
- Optimize performance and limit organizational debt
- Monitor adoption and adjust the system
- Implement a continuous improvement plan
- Hands-on workshop: Finalize a complete AppFlowy ecosystem ready for deployment.

Target companies

This training is intended for both individuals and companies, large or small, wishing to train their teams in new advanced IT technology or to acquire specific business knowledge or modern methods.

Positioning at the start of training

The positioning at the start of the training complies with Qualiopi quality criteria. Upon final registration, the learner receives a self-assessment questionnaire that allows us to assess their estimated level of proficiency in different types of technologies, as well as their expectations and personal objectives for the upcoming training, within the limits imposed by the selected format. This questionnaire also allows us to anticipate certain connection or internal security issues within the company (intra-company or virtual classroom) that could be problematic for the monitoring and smooth running of the training session.

Teaching methods

Practical training: 60% practical, 40% theory. Training materials distributed in digital format to all participants.

Organization

The course alternates between theoretical input from the trainer, supported by examples and reflection sessions, and group work.

Validation

At the end of the session, a multiple-choice questionnaire is used to verify that the skills have been correctly acquired.

Certification

A certificate will be issued to each trainee who has completed the entire training course.