

Notion training: Boost your productivity

1 day (7 hours)

Presentation

Notion is a project management and note-taking software platform designed to help members of a company or organization. It helps coordinate deadlines, objectives and assignments for greater efficiency and [productivity](#).

Presented as an all-in-one workspace, with over 20 million users worldwide, this tool is an indispensable digital workplace. Oriented towards no-code development, the graphical interface and its wiki mode are fully customizable.

Notion is also equipped with an API to connect the platform to external applications like Office 365, Slack, Google Workplace. The software becomes an extension of your brain.

Our training will teach you the world of Notion, the basics of Notion and how to use it to boost productivity in your company. You can also deepen your skills with a complementary Notion Advanced Training module.

At the end of this course, you'll be able to manipulate various collaborative tools for note-taking, task and project management (around a kanban board). You'll also learn how to automate calculations, display content and edit and share web pages.

The latest version of Notion is [Notion 2.4](#).

Objectives

- Know the fundamental principles of Notion
- Master the tools associated with Notion for business management

- Implement Notion for company management
- Identify avenues for process improvement

Target audience

- Project managers
- Project Manager
- Project managers or business line managers

Prerequisites

Experience with office software.

Our training program Notion

Introduction to Notion

- Presentation and review of Notion roles
- Objectives and background
- Software installation
- The Notion ecosystem
- The course

Notion's basic concepts

- Pages/blocks
- Create a new project
- Templates
- The different blocks
- [PRACTICE] Create and publish a document

Page formatting and navigation

- Page creation Notion
- Page navigation and manipulation
- Handling integrated blocks
- Keyboard shortcuts
- [PRACTICE] Creating a page with integrated blocks

The database (BDD)

- The properties
- Filter and organize data
- Relationships between several DBs
- The different formulas
- [PRACTICE] Creating and linking multiple databases

Automate your workplace

- Introduction to automation
- Automation from TypeForm to Notion
- Recurring tasks in Notion
- Enhancing CRM with automation
- [PRACTICE] Create a recurring task on the software

ADD-ON MODULE (+1 DAY): ADVANCED NOTION

Advanced management with Notion

- Advanced formulas in Notion
- Shares and members' rights
- Creation of consistent workplaces
- Imports and CSV in Notion

Managing a concrete project

- Dashboard viewer
- Project DBs and links between several DBs
- Rollups in Notion

Integration with other applications

- Web Clipper extension
- Integrate Google Calendar
- Advanced blocks

Companies concerned

This course is aimed at both individuals and companies, large or small,

wishing to train its teams in a new advanced IT technology, or to acquire specific business knowledge or modern methods.

Positioning on entry to training

Positioning at the start of training complies with Qualiopi quality criteria. As soon as registration is finalized, the learner receives a self-assessment questionnaire which enables us to assess his or her estimated level of proficiency in different types of technology, as well as his or her expectations and personal objectives for the training to come, within the limits imposed by the selected format. This questionnaire also enables us to anticipate any connection or security difficulties within the company (intra-company or virtual classroom) which could be problematic for the follow-up and smooth running of the training session.

Teaching methods

Practical course: 60% Practical, 40% Theory. Training material distributed in digital format to all participants.

Organization

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

Validation

At the end of the session, a multiple-choice questionnaire verifies the correct acquisition of skills.

Sanction

A certificate will be issued to each trainee who completes the course.