# Notion for Project Planning Training Course

Professional Development Training Course Outline

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|---|---|---|---|
| **Category** | Project Management | **Duration** | 5 Days |
| **Base Fee** | $1,500 USD | **Delivery Mode** | Online / On-site Hybrid |

## Course Introduction

Notion has emerged as a versatile and dynamic platform for project planning, workflow management, and team collaboration. Notion for Project Planning Training Course provides participants with the knowledge and skills to effectively leverage Notion’s features—including databases, task boards, timelines, templates, and integrations—to streamline project management processes, enhance team productivity, and achieve project goals with precision. Participants will explore advanced organizational techniques, project tracking, and automation strategies to optimize workflows and improve communication across teams.

In today’s fast-paced business environment, efficient project planning tools are critical for ensuring timely deliverables, resource optimization, and alignment with strategic objectives. This course equips learners with the ability to design, implement, and manage comprehensive project planning frameworks using Notion, enabling data-driven decision-making, real-time monitoring, and seamless collaboration. Through practical exercises, case studies, and interactive modules, participants will gain hands-on experience in creating project dashboards, tracking KPIs, and managing cross-functional initiatives effectively.

## Programme Curriculum

**Notion for Project Planning Training Course**

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**Course Objectives**

1. Understand the core features and capabilities of Notion for project planning.
2. Build effective project management dashboards and workflows.
3. Implement task tracking, prioritization, and scheduling using Notion.
4. Leverage templates, databases, and relational tables for project efficiency.
5. Integrate Notion with other productivity and collaboration tools.
6. Customize views and dashboards for team-specific project requirements.
7. Track project KPIs and monitor progress in real-time.
8. Enhance collaboration through shared workspaces and permissions management.
9. Automate repetitive tasks and streamline reporting within Notion.
10. Analyze project performance and adjust workflows for continuous improvement.
11. Apply best practices for remote project management using Notion.
12. Ensure data integrity, version control, and documentation standards.
13. Develop strategies for scaling Notion usage across multiple teams or departments.

**Organizational Benefits**

- Improved project tracking and accountability
- Enhanced team collaboration and communication
- Increased operational efficiency and workflow automation
- Better resource management and task prioritization
- Streamlined reporting and KPI monitoring
- Reduced project delays and missed deadlines
- Scalable project planning processes for multiple teams
- Improved documentation and knowledge sharing
- Enhanced decision-making through real-time insights
- Competitive advantage through effective project management

**Target Audiences**

- Project managers and team leaders
- Program coordinators and project officers
- Operations managers and business analysts
- Remote and distributed teams
- Product managers and development teams
- Administrative and support staff
- Consultants and project planners
- Trainers and educators in project management tools

**Course Duration:** 5 days

**Course Modules**

**Module 1: Introduction to Notion for Project Planning**

- Overview of Notion interface, features, and navigation
- Understanding workspaces, pages, and blocks
- Key tools for project tracking and task management
- Advantages of using Notion for team collaboration
- Best practices for structuring projects within Notion
- Case Study: Setting up a project workspace for a product launch

**Module 2: Task Management & Prioritization**

- Creating and managing tasks using databases and boards
- Assigning responsibilities and deadlines
- Setting priorities and tracking task progress
- Using reminders, notifications, and checklists
- Visualizing tasks in Kanban, list, and timeline views
- Case Study: Task management for a cross-functional marketing project

**Module 3: Project Templates & Automation**

- Leveraging pre-built and custom templates for recurring projects
- Automating repetitive workflows using linked databases
- Creating recurring task schedules
- Integrating Notion with automation tools for notifications
- Simplifying project setup for new teams
- Case Study: Automating weekly reporting for a client onboarding project

**Module 4: Databases and Relational Tables**

- Understanding database structures and properties
- Creating relational tables between tasks, projects, and resources
- Managing multiple projects within a single database
- Using filters, sorts, and views to track project components
- Leveraging rollups to calculate metrics across tables
- Case Study: Resource allocation and workload tracking across multiple projects

**Module 5: Collaborative Workspaces & Permissions**

- Setting up team access and permissions for workspaces
- Managing shared pages and collaborative editing
- Tracking changes with version history and comments
- Best practices for team communication and accountability
- Using workspace templates for departmental alignment
- Case Study: Collaboration on a product development project using Notion

**Module 6: Project Monitoring & KPIs**

- Defining key project KPIs in Notion dashboards
- Visualizing progress using progress bars, charts, and tables
- Monitoring milestones, deadlines, and deliverables
- Generating reports for management and stakeholders
- Adapting workflows based on performance insights
- Case Study: Real-time KPI tracking for a software development project

**Module 7: Integrations & Third-Party Tools**

- Connecting Notion with Google Calendar, Slack, and Teams
- Using external apps for enhanced notifications and reminders
- Syncing tasks and deadlines across platforms
- Leveraging integrations for reporting and analytics
- Managing data from multiple tools in a unified workspace
- Case Study: Integration of Notion with CRM for project alignment

**Module 8: Advanced Techniques & Best Practices**

- Customizing dashboards for executive reporting
- Using advanced filtering, grouping, and formula properties
- Scaling Notion for enterprise-level project management
- Optimizing workflow efficiency and reducing bottlenecks
- Maintaining data integrity and documentation standards
- Case Study: Scaling Notion usage across multiple teams for enterprise projects

**Training Methodology**

- Instructor-led demonstrations of Notion features and functions
- Hands-on exercises for workspace setup, task management, and dashboards
- Group projects and collaborative scenario-based activities
- Real-world case studies for problem-solving and project simulations
- Interactive sessions for automation, integration, and reporting best practices
- Continuous feedback, Q&A, and assessment exercises

**Register as a group from 3 participants for a Discount**

**Send us an email: info@fineskilltrainingcenter.org or call** *+254769199797*

***Certification***

*Upon successful completion of this training, participants will be issued with a globally- recognized certificate.*

***Tailor-Made Course***

*We also offer tailor-made courses based on your needs.*

**Key Notes**

**a.** The participant must be conversant with English.

**b.** Upon completion of training the participant will be issued with an Authorized Training Certificate

**c.** Course duration is flexible and the contents can be modified to fit any number of days.

**d.** The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

**e.** One-year post-training support Consultation and Coaching provided after the course.
**f.** Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

## Upcoming Scheduled Sessions

| Start Date | End Date | Location | Price |
|---|---|---|---|
| **23 Nov 2026** | 27 Nov 2026 | Online | $1,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $1,500 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $3,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $3,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $4,500 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |

| Start Date | End Date | Location | Price |
|---|---|---|---|
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |

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**Register Online Now**

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