Digital Collaboration Tools for Productivity

A 2-day training course for corporations, government organizations, and medium-sized enterprises

blsk

Course Objective

- Apply at the workplace some of the best digital collaboration tools that will help teams work more cooperatively and efficiently across various business units

Who Should Attend

Executives and non-executives from all management fields, both technical and non-technical

Module Outline

Module 1: Hands-on application of ClickUp
- Introduction to ClickUp and its features
- Creating and organizing tasks and projects
- Customizing workflows and task statuses
- Integrations and automation for efficiency

Module 2: Hands-on application of Airtable
- Understanding Airtable's database structure
- Visualizing data through grids, galleries, and calendars
- Collaborative database management

Module 3: Hands-on application of MeisterTask
- Introduction to MeisterTask's interface and boards
- Task creation, assignment, and prioritization
- Collaborative task tracking and progress monitoring
- Agile workflows and Kanban boards in MeisterTask

Module 4: Hands-on application of Asana
- Navigating Asana's workspace and projects
- Task creation, subtasks, and dependencies
- Integrating Asana with communication tools

Module 5: Hands-on application of Samepage
- Overview of Samepage's collaboration features
- Real-time document editing and version control
- Integrating discussions, file sharing, and video calls

Module 6: Hands-on application of Twist
- Understanding Twist's threaded communication model
- Creating channels and organizing conversations
- Task creation and linking within Twist
- Enhancing team communication and reducing noise