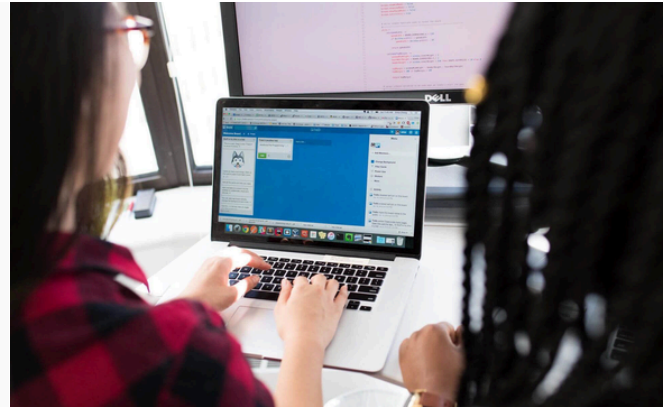


Work Management for Trello

In this half-day workshop, discover how to harness Trello for effective project management. Learn to create and manage boards, handle permissions, assign tasks, and utilize features like labels, checklists, and due dates. We'll also explore automation, advanced functionalities, and Power-Ups to streamline your workflow and boost productivity. Ideal for enhancing project management skills and team collaboration.



Key features:

- **Trello Fundamentals and Navigation:** Learn how to create and manage Trello boards and cards, including navigating boards, setting permissions, and assigning tasks.
- **Advanced Card Management:** Discover how to use labels, checklists, due dates, attachments, and card covers to organize and track your tasks effectively.
- **Automation and Customization:** Explore Trello's automation tools to create custom automation rules, card and board buttons, and list automation to streamline your workflow.
- **Power-Ups Integration:** Enhance your Trello experience with Power-Ups such as Calendar, Google Drive, Jira, and Confluence for improved functionality and productivity.
- **Customization and Advanced Features:** Learn to create custom fields, card templates, link cards and boards, and use shortcuts to tailor Trello to your specific needs and improve efficiency.

Class outline:

- Introduction
- Basics of Trello Boards and Cards
 - Creating Boards
 - Navigating boards
 - Permissions
 - Assigning assets to cards
 - Members
 - Labels
 - Checklists
 - Attachments
 - Due dates
 - Card Covers
 - Moving & Copying Cards
 - Notifications
 - Archiving
 - Card-sharing
- Automations
 - Automation
 - Creating automation rules
 - Creating card button
 - Creating board button
 - List automation
- More advanced features
 - Custom fields
 - Card templates
 - Linking cards & boards
 - Forwarding to board
 - Shortcuts
- Power-ups
 - Calendar
 - Google Drive
 - Jira
 - Confluence
- Conclusion