





monday.com Essentials Course



Become a monday.com rockstar in 6 weeks!

**Learn everything you need to know about monday.com
to get started right away and in the right way.**

WHAT YOU WILL ACHIEVE FROM THIS COURSE

-  Design the basics of workable monday.com workspace with fundamental boards and vital dashboards.
-  Learn all the ways you can collaborate on monday.com with instant messaging, document sharing, and project planning and tracking tools.
-  How to keep on top of key KPIs, budget, and more with formulas and filters, and how to visualize this data with charts and dashboards.
-  Replace manual work with automations and connect 3rd-party apps to your workspace without learning how to code first.

This course includes:

- 10 hours live online lecture
- 16+ downloadable resources
- Accessible on mobile, tablet and desktop
- Certificate of Completion

Requirements:

- monday.com Pro Edition

Familiarity with monday.com is not required.

Duration: 6 weeks

Next Cohort: Feb. 1, 2022

Important: This course does not cover operations management and business processes. It simply covers monday.com so you can start using it for your team.

WHO THIS COURSE IS FOR

monday.com is a versatile work management tool that can be used for human resources, CRM, marketing, software development, construction, video production, and so much more.



This course is for you, if:

- ... you are a pro-level account holder who wants to make the most of what monday.com has to offer.
- ... you want an accessible productivity tool that your staff will actually use.
- ... you want to save hours of manual grant work for yourself and your team.
- ... you want a clear overview of all team's projects and individual workload.
- ... want increases collaboration across teams and ability to view all ongoing projects and workload in one place.

CONTENT AND OVERVIEW

- The course starts with the absolute basics of monday.com, including what is workspace basic, board anatomy, and columns. The course material will then proceed to advanced topics including super columns, automations, and reporting. At the end of each class, you will receive an online quiz and a practice worksheet which must be completed before the next lecture.

STRAIGHT FROM THE EXPERTS

At Eligeo, we specialize in digitizing and automating marketing, sales, service, and project software systems.



We live and work inside of monday.com every day. Many topics and examples covered in this course come from that knowledge, and from helping our clients create personalized and customized workspaces for their teams.



A robust and intuitive, Work OS for teams to foster transparency and collaboration, shape workflows, adjust to shifting needs, and stop doing manual grunt work.

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monday.com Essentials

Course Outline



4 sections • 5 lectures • 6 weeks total length

Week 1: Building Blocks I

Account Setup and Your First Board

- Introduction to the course, Eligeo, and monday.com
- Systematize Your Organization with Workspaces
- Organize Projects with Boards
- Basic Columns

Resources:

- Weekly Glossary
- Lecture Slides
- Practice Worksheets

Week 2: Building Blocks II

Super Columns, Magic Numbers, and Collaboration

- Advanced Columns in monday.com
- Custom Calculations with Formula Column
- Linking Boards and Data with Mirror Column
- Email De-clutter with One-Stop Collaboration

Resources:

- Weekly Glossary
- Lecture Slides
- Practice Worksheets

Week 3 – Automations and Integrations

Your WorkOS, Marketplace, and Eligeo Apps

- Configuring Your Business Processes
- Preset Automations and Custom Recipes
- 3rd-party Integrations
- Custom Apps

Resources:

- Weekly Glossary
- Lecture Slides
- Practice Worksheets

Week 4 - Data is Everything

Data Movement, Reporting and Dashboards

- Importing and Exporting Data from Excel, Sheets, or Any Other Platform
- Internal and External Forms to Collect Data from Staff, Clients, and Prospects
- Summarizing Data with Board Views
- Staying Ahead with Data Snapshots

Resources:

- Weekly Glossary
- Lecture Slides
- Practice Worksheets

Week 5 – Security and Access

Managing Permissions, External Users, and Environment

- Creating Custom Workflows
- Team Roles and Permissions
- Working with External Users and Securing your Data from Accidental Changes
- Administration of your Monday.com Workspaces

Resources:

- Weekly Glossary
- Lecture Slides
- Practice Worksheets

Week 6 - Certification

Course Completion and Certification

- Final Exam
- Certificate of Completion

Regular: \$499 USD
Early Bird: \$449 USD

Early bird savings of 10% on all registrations before Jan. 15, 2022.