

Slack Deep Dive – Sample Course Outline

Duration: One Day

This course will suit anybody who would like to use Slack as a central hub for collaborative working and communication in the workplace.

What will be covered?

- ✓ Collaborative tools
- ✓ Communication channels
- ✓ Data storage
- ✓ Authorisation and permissions
- ✓ Project management systems

About this course

Attending this course will help you to:

- Create channels for different divisions of groups within your company.
- Create data storage functionality with a data hierarchy.
- Setup data permissions based on authorisation level.
- Setup project management systems.
- Navigate in Slack on PC and phone or tablet.
- Set up communication lines based on authorisation level.

Prerequisites for attending:

- No prior knowledge is required.
- Stable internet connection is necessary.
- A Slack account is required for the workshop.
- A second display is beneficial but not required.