Datastat Research
Building Capacity in Training and Research

DATASTAT TRAINING IN

OFFICIAL COURSE PROSPECTUS

Center for Advanced Research & Professional Development

Nairobi Training Center • Global Virtual Academy • Corporate On-Site

PROJECT MANAGEMENT

Notion for Project Planning Training Course

Comprehensive Course Syllabus, Practical Modules & Upcoming Schedules

PROGRAM SPECIFICATIONS & HIGHLIGHTS

DURATION
5 Days Practical Hands-on

DELIVERY MODES
In-Person Class & Live Virtual

CERTIFICATION
Accredited Certificate of Completion

INTAKES / DATES
Multiple Cohort Schedules Included

PREPARED FOR:

Valued Participant

Email: training@datastatresearch.org | Issued: November 21, 2026

Academic & Professional Training Year: 2026

DATASTAT TRAINING INSTITUTE

P.O. Box 102802-00101, Nairobi, Kenya

Training Centers: Nairobi • Mombasa • Kigali • Dubai • Live Virtual Academy

Tel: +254 724 527 104 | +254 734 969 612

Email: training@datastatresearch.org

www.datastatresearch.org

Notion for Project Planning Training Course

Project Management • 5 Days Intensive • Accredited Certification

Course Overview

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.

Key Skills & Software Tools Covered

MS Word • Trello • Asana • and Monday.com

Upcoming Training Schedules

Confirmed cohort intakes and venues. Both physical in-person classroom and live virtual online seats are available.

TRAINING DATES	LOCATION / VENUE	FORMAT / DURATION	INVESTMENT (FEE)
19 Jan 2026 – 23 Jan 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
19 Jan 2026 – 23 Jan 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Cape Town	Classroom / 5d	**$4,500 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Singapore	Classroom / 5d	**$5,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Istanbul	Classroom / 5d	**$5,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Bangkok	Classroom / 5d	**$5,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Accra	Classroom / 5d	**$4,000 USD / KES 90,000**
26 Jan 2026 – 30 Jan 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
26 Jan 2026 – 30 Jan 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 90,000**
26 Jan 2026 – 30 Jan 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 90,000**

* Corporate discounts and customized cohort scheduling are available for teams of 3 or more participants.

Course Curriculum & Modules

Notion for Project Planning Training 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.

Course Objectives

- Understand the core features and capabilities of Notion for project planning.
- Build effective project management dashboards and workflows.
- Implement task tracking, prioritization, and scheduling using Notion.
- Leverage templates, databases, and relational tables for project efficiency.
- Integrate Notion with other productivity and collaboration tools.
- Customize views and dashboards for team-specific project requirements.
- Track project KPIs and monitor progress in real-time.
- Enhance collaboration through shared workspaces and permissions management.
- Automate repetitive tasks and streamline reporting within Notion.
- Analyze project performance and adjust workflows for continuous improvement.
- Apply best practices for remote project management using Notion.
- Ensure data integrity, version control, and documentation standards.
- 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@datastatresearch.org or call +254724527104

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 DATASTAT CONSULTANCY LTD account, as indicated in the invoice so as to enable us prepare better for you.

Certification & Learning Methodology

- Hands-on practical delivery with real-world datasets, case studies, and lab exercises.
- Post-training mentorship, access to class resources, and customized follow-up support.
- Participants who successfully complete the course receive an accredited Datastat Certificate of Completion.

How to Enroll & Reserve Your Seat

1. Online Registration: Visit https://datastatresearch.org/courses/notion-for-project-planning-training-course to register online.
2. Email Booking: Send participant details to training@datastatresearch.org for official invoice & reservation.
3. Support & Assistance: Inquire via phone +254 724 527 104 | +254 734 969 612.