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Slack/Trello: A Collaborative Dream Team [1]

Our working environments are becoming more and more collaborative. Yet, the tools we use to manage this collaboration (usually email) haven't changed much in the past three decades. Your day-to-day involves a lot to keep track of: deadlines, project updates, file revisions, and all the while you need to have substantive conversations with your colleagues to make good decisions.

Slack and Trello work together to help your team collaborate more effectively. Slack transforms your team's conversations by breaking them out of the silo of email into conversational channels. And Trello helps your team manage business processes with its flexible "card" interface.

By streamlining your team communication and business process management, you have more time to get ACTUAL WORK DONE.

Program Level: Basic

Prerequisites: N/A

Advanced Preparation: N/A

Instructional Method: Group-Live

Instructor: Chris Seek [2]

Recommended CPE Credit: 1.0 Hours

Field of Study: Management Services

Course Objectives:

At the end of this course, participants will be able to:

- Identify key functions of Slack and Trello, and how they work together;
- Trello:
  - Create a Trello Team
  - Create cards, lists, and boards
  - Set due dates and notifications

- Add task lists and attachments
- Use cards and lists to manage business processes

- Slack
  - Create a Slack team;
  - Edit your Slack profile;
  - Write and reply to Slack messages,
  - Share links and files;
  - Join channels and groups;
  - Create posts and text snippets;
  - Find conversations and files within Slack; and,
  - Integrate Slack with external applications.

Program Policies [3]

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[1] https://www.cu.edu/controller/cpe-cpas/course-catalog/slacktrello-collaborative-dream-team [2] https://www.cu.edu/controller/chris-seek-cpe-instructor [3] https://www.cu.edu/controller/cpe-cpas-policies [4] http://www.learningmarket.org