Monday.com for Complex Projects Training Course

Professional Development Training Course Outline

Category	Project Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Managing complex projects effectively requires robust tools, real-time collaboration, and advanced workflow automation to streamline tasks, optimize resources, and achieve project objectives. ForMonday.com offers a versatile platform to manage large-scale projects, integrate cross-functional teams, and ensure visibility across timelines, dependencies, and milestones. Monday.com for Complex Projects Training Course equips participants with practical skills to configure, customize, and leverage Monday.com for complex project management, enhancing productivity, collaboration, and decision-making. Participants will gain hands-on experience in building dashboards, automating workflows, and using advanced reporting features to manage project performance and mitigate risks.

In today’s fast-paced business environment, complex projects demand seamless coordination across departments, data-driven decision-making, and transparent communication with stakeholders. This training provides participants with techniques to streamline project planning, monitor progress, and handle dynamic changes efficiently using Monday.com. By the end of the course, learners will be able to implement project management best practices, optimize workflows, and ensure timely project delivery while fostering collaboration and accountability across teams.

Programme Curriculum

Monday.com for Complex Projects Training Course

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Course Objectives

1. Understand the principles of complex project management and digital collaboration.
2. Explore Monday.com's platform features and applications for complex projects.
3. Build and configure project boards, dashboards, and workflow automations.
4. Apply task management strategies for multi-phase and cross-functional projects.
5. Use timeline, Gantt charts, and dependency tracking for project monitoring.
6. Implement resource allocation, workload balancing, and team management.
7. Leverage integrations and third-party apps for enhanced productivity.
8. Track KPIs, performance metrics, and project milestones using analytics.
9. Use reporting and visualization tools for data-driven project decisions.
10. Optimize communication and collaboration across distributed teams.
11. Manage risks, delays, and changes using Monday.com alerts and notifications.
12. Develop best practices for continuous improvement and workflow optimization.
13. Customize Monday.com for organizational-specific project management needs.

Organizational Benefits

- Improved project planning, tracking, and execution efficiency
- Enhanced cross-team collaboration and communication
- Increased transparency and accountability across complex projects
- Optimized resource utilization and workload management
- Streamlined workflows and automation of repetitive tasks
- Data-driven decision-making through dashboards and reporting
- Reduced project delays and risk exposure
- Better alignment of project objectives with organizational goals
- Increased team productivity and stakeholder satisfaction
- Scalable project management practices across multiple projects

Target Audiences

- Project managers and coordinators
- Team leads managing cross-functional teams
- Program managers overseeing multi-phase projects
- Operations and process improvement professionals

- IT project implementation teams
- Portfolio and resource managers
- PMO (Project Management Office) staff
- Business analysts and workflow specialists

Course Duration: 5 days

Course Modules

Module 1: Introduction to Monday.com for Complex Projects

- Overview of Monday.com platform and workspace structure
- Key features relevant for complex project management
- Navigation, boards, dashboards, and user interface overview
- Customization options and project setup best practices
- Tips for project collaboration and visibility across teams
- Case Study: Implementing Monday.com for a multi-departmental project

Module 2: Project Planning and Task Management

- Creating project boards and defining tasks and subtasks
- Assigning owners, priorities, and deadlines
- Using checklists, dependencies, and milestones for tracking
- Organizing tasks by project phases and workstreams
- Best practices for task hierarchy and categorization
- Case Study: Task breakdown for a software deployment project

Module 3: Workflow Automation and Integrations

- Building workflow automations to reduce manual tasks
- Using notifications, reminders, and status updates effectively
- Integrating with third-party apps like Slack, Google Workspace, and Jira
- Automation for recurring processes and approvals
- Streamlining repetitive tasks and alerts for deadlines
- Case Study: Automating project approvals and reporting notifications

Module 4: Resource and Workload Management

- Assigning team members and balancing workload efficiently
- Monitoring capacity, bottlenecks, and task dependencies
- Managing multi-project resource allocation
- Optimizing team availability and priorities
- Tracking performance against assigned workload

- Case Study: Workload balancing for a cross-functional project team

Module 5: Timeline and Gantt Views for Complex Projects

- Configuring timelines, milestones, and dependencies
- Using Gantt charts to visualize project progress
- Adjusting schedules and handling dynamic changes
- Managing project risks and tracking critical paths
- Forecasting timelines and estimating project completion
- Case Study: Managing a product launch project using Gantt view

Module 6: Reporting and Analytics

- Building dashboards for real-time project insights
- Customizing reports for management and stakeholders
- Tracking KPIs, milestones, and deliverables
- Using charts and visualizations for decision-making
- Sharing and exporting project performance metrics
- Case Study: Dashboard creation to monitor multiple projects simultaneously

Module 7: Collaboration and Communication

- Using @mentions, comments, and updates for team communication
- Sharing boards with internal and external stakeholders
- Document management and file attachments within boards
- Managing project discussions and decision logs
- Best practices for asynchronous collaboration
- Case Study: Coordinating cross-location project teams using Monday.com

Module 8: Advanced Features and Customization

- Customizing boards, dashboards, and workflows for organizational needs
- Conditional formatting, tags, and color codes for prioritization
- Using forms, templates, and advanced widgets
- Creating recurring tasks, dependencies, and project templates
- Tips for scaling Monday.com usage across multiple projects
- Case Study: Implementing customized dashboards for enterprise-level projects

Training Methodology

- Instructor-led interactive sessions with demonstrations

- Hands-on exercises for real project scenarios
- Group workshops and collaborative project board setups
- Case study analysis and solution presentations
- Guided exploration of advanced features and automations
- Continuous feedback and performance review sessions

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

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 Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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