Trello for Agile Teams Training Course

Professional Development Training Course Outline

Category	Project Management	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Trello for Agile Teams Training Course equips participants with practical knowledge and hands-on skills to manage agile projects efficiently using Trello’s intuitive boards, lists, and cards. The course focuses on streamlining workflows, enhancing team collaboration, and improving project visibility through Agile and Scrum principles integrated with Trello’s features. Participants will learn how to leverage advanced tools such as automation, templates, labels, and reporting to optimize task management, improve accountability, and increase productivity across teams and projects.

In today’s fast-paced business environment, Agile project management is essential for delivering high-quality products and services. This course provides strategies for effective backlog management, sprint planning, progress tracking, and continuous improvement using Trello. By exploring real-world scenarios and case studies, participants gain actionable insights to implement Agile practices successfully, improve cross-functional communication, and align team efforts with organizational goals. Learners will leave with the skills to customize Trello workflows, monitor key performance metrics, and ensure agile excellence in any team setting.

Programme Curriculum

Trello for Agile Teams Training Course

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Course Objectives

1. Understand Agile principles and Scrum framework in project management.
2. Explore Trello boards, lists, and card functionalities for Agile workflows.
3. Design and manage project backlogs, sprints, and epics in Trello.
4. Apply task prioritization, timeboxing, and workload balancing techniques.
5. Utilize Trello labels, checklists, and attachments for task clarity.
6. Implement automation with Butler for repetitive tasks and triggers.
7. Monitor project progress with dashboards, charts, and reporting tools.
8. Integrate Trello with third-party tools for enhanced collaboration.
9. Apply Kanban and Scrum techniques to optimize team performance.
10. Track key performance indicators (KPIs) and Agile metrics in Trello.
11. Facilitate cross-functional collaboration and communication.
12. Enhance remote team productivity using Trello boards and virtual workflows.
13. Develop continuous improvement practices and retrospective analysis for Agile teams.

Organizational Benefits

- Streamlined project workflows and task management
- Improved team collaboration and communication
- Enhanced visibility into project progress and bottlenecks
- Increased efficiency through automation and workflow optimization
- Better alignment of team efforts with organizational goals
- Effective backlog and sprint management
- Increased transparency and accountability across teams
- Accelerated project delivery and time-to-market
- Optimized resource allocation and workload distribution
- Improved Agile maturity and organizational productivity

Target Audiences

- Agile team members and Scrum Masters
- Project managers and product owners
- Team leads and coordinators
- IT and software development teams
- Remote and distributed team members
- Operations and business analysts
- Project management consultants
- Trainers and facilitators in Agile methodologies

Course Duration: 10 days

Course Modules

Module 1: Introduction to Agile and Trello

- Overview of Agile principles and Scrum methodology
- Trello platform introduction, boards, lists, and cards
- Understanding project workflows in Agile teams
- Key Trello features to support Agile practices
- Benefits of Trello for project visibility and collaboration
- Case Study: Implementing Trello in a software development team

Module 2: Setting Up Trello Boards

- Creating boards, lists, and card templates
- Defining team roles and permissions
- Organizing projects by departments or initiatives
- Using labels, tags, and custom fields effectively
- Best practices for board naming and structure
- Case Study: Board setup for a marketing campaign project

Module 3: Managing Tasks and Backlogs

- Creating and assigning tasks using cards
- Organizing backlog items and prioritizing work
- Adding due dates, checklists, and attachments
- Tracking progress of tasks and sub-tasks
- Maintaining clean and actionable backlogs
- Case Study: Agile backlog management for a product launch

Module 4: Sprint Planning in Trello

- Defining sprint goals and objectives
- Allocating tasks to sprint cycles
- Using checklists for sprint deliverables
- Tracking sprint progress using labels and lists
- Handling sprint changes and scope adjustments
- Case Study: Sprint planning for a cross-functional team

Module 5: Kanban Boards for Agile Teams

- Implementing Kanban methodology with Trello
- Visualizing workflow stages and task progress
- Managing work-in-progress limits
- Identifying bottlenecks using Trello views
- Continuous improvement using Kanban feedback loops
- Case Study: Kanban board application in a support team

Module 6: Automating Workflows with Butler

- Introduction to Trello automation and Butler commands
- Automating repetitive tasks and notifications
- Setting up rule-based triggers and card actions
- Scheduling automatic updates and due date adjustments
- Monitoring automation performance and efficiency
- Case Study: Automating task reminders for a remote team

Module 7: Collaboration and Communication

- Collaborating on tasks with comments and mentions
- Using attachments and file integrations for clarity
- Sharing boards with stakeholders and clients
- Notifications management and communication best practices
- Enhancing teamwork through board transparency
- Case Study: Improving team collaboration in a project launch

Module 8: Reporting and Dashboards

- Using Trello’s dashboard view for project tracking
- Generating charts and visual metrics
- Tracking KPIs and Agile metrics in Trello
- Customizing dashboards for different stakeholders
- Analyzing trends and performance over time
- Case Study: Dashboard reporting for a quarterly release cycle

Module 9: Integrating Trello with Other Tools

- Linking Trello with Slack, Jira, Google Drive, and Teams
- Importing/exporting project data across platforms
- Enhancing collaboration with third-party integrations
- Managing notifications and updates across tools
- Leveraging APIs for custom solutions
- Case Study: Integration of Trello with productivity tools for a remote project

Module 10: Advanced Trello Features

- Using card templates and board templates for consistency
- Custom fields for additional data capture
- Advanced filtering and search techniques
- Managing archived cards and boards
- Utilizing power-ups for enhanced functionality
- Case Study: Power-ups implementation to optimize workflow efficiency

Module 11: Resource Management in Trello

- Assigning tasks and balancing workloads
- Tracking resource utilization and availability
- Using labels to indicate task priority and ownership
- Monitoring individual and team performance
- Optimizing resource allocation across multiple projects
- Case Study: Resource allocation strategy in a development team

Module 12: Remote Team Management

- Trello for distributed and remote teams
- Collaboration across time zones using boards
- Communication best practices for virtual teams
- Monitoring remote productivity and task progress
- Using Trello reports for remote performance insights
- Case Study: Managing a fully remote team using Trello

Module 13: Continuous Improvement & Retrospectives

- Conducting sprint retrospectives in Trello
- Collecting team feedback and lessons learned
- Identifying workflow inefficiencies
- Planning improvement actions for next cycles
- Using Trello for continuous improvement tracking
- Case Study: Retrospective session for software release review

Module 14: Agile Project Scaling

- Scaling Agile practices across multiple teams
- Coordinating multiple boards for large projects
- Managing dependencies and cross-team workflows

- Monitoring high-level project progress
- Aligning team efforts with organizational goals
- Case Study: Scaling Trello boards for a multi-team program

Module 15: Best Practices and Agile Excellence

- Establishing standard operating procedures in Trello
- Maintaining board hygiene and task discipline
- Encouraging accountability and transparency
- Leveraging Trello for team productivity culture
- Continuous learning and adaptation of Agile processes
- Case Study: Achieving Agile excellence using Trello across departments

Training Methodology

- Instructor-led presentations and demonstrations
- Hands-on exercises using Trello boards, lists, and cards
- Group activities for sprint planning and backlog management
- Case study discussions for real-world problem solving
- Peer learning and feedback sessions
- Practical workshops on automation, dashboards, and integrations

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	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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