Smartsheet Discovery Day

What is a Smartsheet Discovery day?

We present to your management team and intended Super Users, a whole range of Smarter Business Processes that become possible using the Smartsheet solution.

Delivered either at your premises, as on Open or Online Course - Includes hands on discovery for up to 8 people.

We guarantee there will be "light bulb popping moments" when you realise how much time can be saved by removing repetitive activities and by maintaining one version of the truth. You also need to understand the benefits of having all the files and notes on a project in one place and easily found.

After initial Discovery each delegate is encouraged to examine their own processes and explore new ways of working so all delegates can see how easy Smartsheet is to use and where to find content sensitive help and training videos.

£850   **for up to 8 delegates on your premises**

£250   **per delegate Open Course or**

£250   **for 5 hours of Online training over 4 sessions**

Book your Discovery Day here

Open Courses in London Leeds or Eastleigh Hants.

Contact us for list of vacancies and Dates

All amounts are Plus VAT @ 20 % for Clients in the UK- Zero % clients outside UK.

Call +44 (0) 1937 541 553 or email richardr@smarterbusinessprocesses.com

www.smarterbusinessprocesses.com

Smartsheet Discovery:
Training, familiarisation and optimisation course outline

Delivered as a One Day (fast paced) or Two Days (more detailed) course

This training course is for those who would like to Discover the potential benefits of Smartsheet in preference to spreadsheets for their planning, collaboration and project visibility and want to explore all the potential this very Smart spreadsheet can offer in the classroom environment.

Experience tells us that Smartsheet users, especially those working in teams, find the intuitive interface and controls, very user friendly. However there are so many ways that a Smartsheet can be used to improve efficiency, visibility, reduce duplication of effort, get instant feedback etc by exploring these features in a "No risk" environment with like minded people, users can quickly master Smartsheet use and incorporate best practice methodology along the way.

Herewith the course outline, but remember we are here to help you to do your job more easily so the course will be tailored to suit what you wish to get from it.

- Introduction to Smartsheet - User Familiarisation
- Orientation - Basics
- Overview of the screen and controls
- Useful tips, switch on and off
- Where to find Smartsheet technical help
- Help with best practise
- Organizing work, designing Sheets and Workflows
- Accessing Templates
- Owned by / Shared to
- Setting up your dashboard inc. Workspaces and Folders
- Import Contacts for collaboration
- Import a sheet from Excel, Google or Microsoft Project
- SmartMerge Sheets to create PDFs for output, eg contracts, Quotes.
- Calendar management
- Create Website SmartForms that populate your live sheets
- Project Management in Smartsheet
- Create and Share a Project Sheet
- Create Reports that reads across all of your Projects
- Portfolio View/ Sky View - a Dashboard view of your business KPI's
- SmartStats and SmartGraphs from data collected in Smartsheet

Finally, we conclude by Summarising opportunities and suggestions for further Smartsheet development with colleagues present and managers.

See also our "Getting to grips with Project Management in Smartsheet" course.