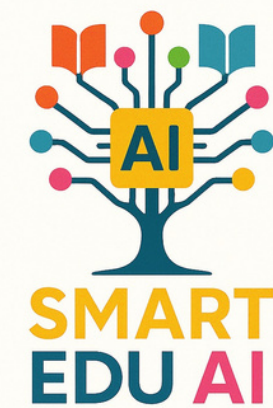


Mastering Project Management Tools: Trello and Slack for Teachers and Youth Workers

Enhancing collaboration, organization, and efficiency in educational and youth projects



Funded by
the European Union

Why Project Management Tools Matter

Challenges

- Multiple tasks overwhelm
- Team coordination fails
- Progress tracking gets lost

Benefits

- Organization becomes visual
- Collaboration happens naturally
- Time saved daily

Impact

- Projects finish on time
- Communication improves
- Less stress for everyone



Trello: Visual Project Management

Boards, Lists & Cards

Visual kanban system for organizing tasks

Labels & Checklists

Color-code priorities and track subtasks

Deadlines & Assignments

Set due dates and assign team members

Education Uses

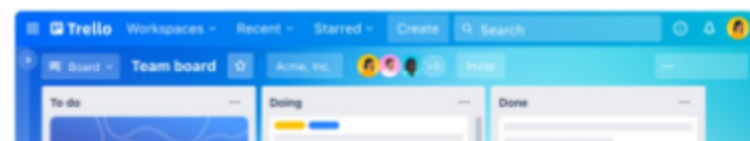
Lesson planning, events, student projects





Trello

TUTORIAL



▶ 08:59



YouTube



Trello Tutorial in Ten Minutes (How to Use Trello to Get Your Life Tog...

This Trello tutorial walks you through exactly how to use Trello simply to get on top of deadlines, procrastination, and forgetting things you need to do. Here's what...



Funded by
the European Union



How to Use Trello for Educational Projects

Create a Board

Name it for your project or class

Add Lists

"To Do," "In Progress," "Done"

Create Task Cards

One card per activity or assignment

Assign & Schedule

Add team members and deadlines



Slack: Streamlined Communication



Channels for Organization

Create dedicated spaces for each subject, project, or team



Direct Messaging

Private conversations for individual feedback and questions



File Sharing

Share documents, images, and resources in one place



Integrations

Connect with Google Drive, Trello, and other tools





 YouTube



Slack for Beginners | How To Use Slack In Just 6 Minutes

Welcome to Slack for Beginners - where you learn to use Slack in just 6 minutes!

Today, we're going to teach you, you guessed it, how to use Slack! The first step -...



Funded by
the European Union



How to Use Slack for Collaboration

1

Create a Workspace

Name it for your school or program

2

Add Themed Channels

#math-class, #science-fair, #announcements

3

Invite Members

Add teachers, students, or volunteers

4

Share Resources

Upload files, links, and important information



Funded by
the European Union

Trello + Slack: A Powerful Duo

Plan in Trello
Organize tasks visually

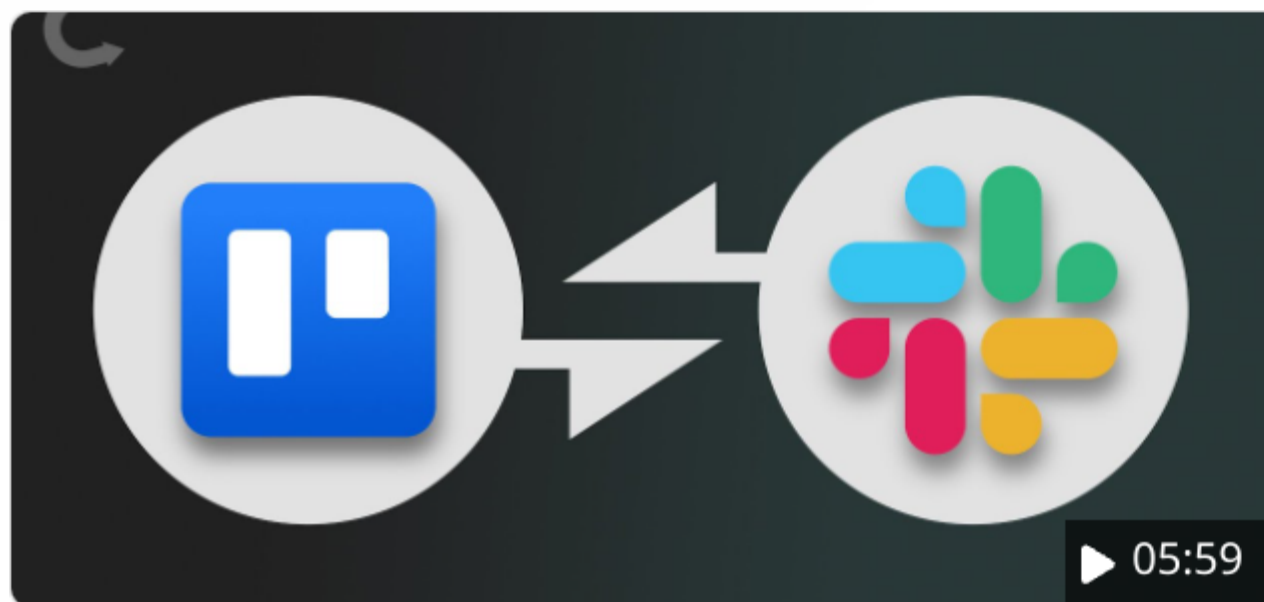
Update in Trello
Move cards as work progresses



Get Notifications
Trello updates appear in Slack

Discuss in Slack
Collaborate on solutions





 YouTube



Boosting Team Connectivity with Trello for Slack

Link #Trello boards to #Slack channels to make it easy for team members to discuss Trello content directly within #Slack. You can also use the power-up to stay update...



Funded by
the European Union



Real-World Applications for Teachers and Youth Workers



Curriculum Planning

Organize lesson materials and track teaching progress



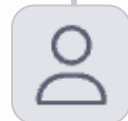
Field Trip Organization

Coordinate logistics, permissions, and schedules



School Production

Manage auditions, rehearsals, props, and performances



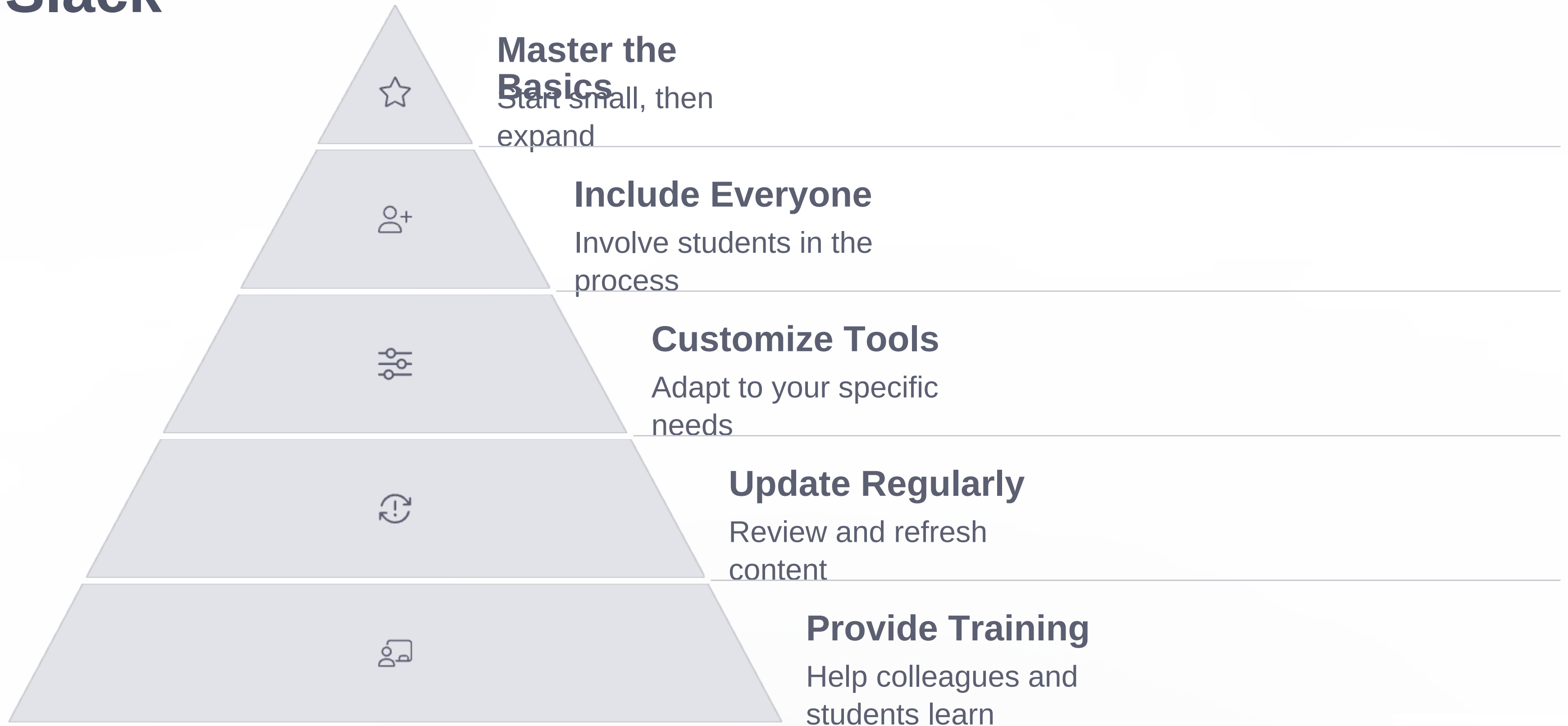
Youth Club Activities

Plan weekly programs and assign volunteer responsibilities



Funded by
the European Union

Best Practices for Using Trello and Slack



Empowering Your Projects with Trello and Slack

1

Time Saved

Less time planning, more teaching

2

Organization

Projects stay on track

3

Communication

Team members stay informed

