pmexperts
Value via projects
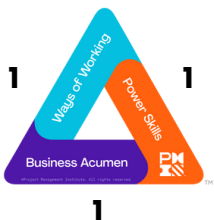
asana
SOLUTIONS PARTNER

Authorized
Training Partner
2025

Asana for Leaders - Project Management

The goal of this training is to equip participants with the basic skills to monitor, track, and report on team or organizational performance using Asana. Participants will learn how to create and use visual, dynamic dashboards that consolidate key activities and progress into one accessible view.

The training covers the following topics: portfolio management, notification settings, reporting, tracking, and reporting on team or organizational work and goals. During this 3-hour session, participants will gain a solid foundation in the structure and basic features of Asana, which will make it easier to navigate the platform and increase team productivity. The course is designed for those who want to improve project oversight. By the end, participants will be able to effectively analyze work reports and monitor team performance. They will gain the skills to create reports and track goal achievements, which supports better project planning and management.

PMI Talent Triangle

1 Ways of Working

1 Power Skills

1 Business Acumen

Duration: **3** hours	
3 PDU's	
Level: Basic	
Form: lecture, practical exercises inside the system	
Certyfikate: PMI® ATP	

Training objectives

- Mastering the skills of effective project and portfolio management in Asana
- Understanding how to use goals to connect the work environment
- Learning how to create reports in Asana
- Mastering good practices and work hygiene in Asana
- Acquiring practical skills through live exercises
- Clarifying all questions and concerns about working in Asana

Training program*

- Why Use Asana to Manage Your Team?
- Understanding Asana's Structure
- Navigating the Asana Environment
- Managing Projects and Project Portfolios
- Setting Goals
- Generating Reports and Analyzing Project Progress
- Monitoring the progress of tasks and projects
- List of tasks assigned to a specific user
- Creating and managing a project schedule
- Profile settings
- Questions and answers about working in the system

*The training includes live exercises on using Asana

This training is recommended for

- Executives who want to monitor work in Asana
- Users managing Asana environments
- People interested in advanced features in Asana
- PMO employees

Languages and locations

We offer the "Asana for Leaders - Project Management" training in Polish and English, online and in person. During the training, we provide participants with practical tools and knowledge supported by years of experience.

We also organize closed training, at the individual request of the organization, adapting the location and scope to the client's needs.

We also offer training dedicated to everyday Asana employees, both at a basic level ("**Asana from the Basics - Project Management"** training), as well as at an advanced level ("**Advanced Project Management in Asana**" training), which focus on managing projects in Asana in accordance with international standards.

Delivery guarantee

Training is confirmed 14 days in advance. If the minimum number of participants is not met, the training may be postponed or canceled. Participants who have already paid can choose a new date, a different topic, or a refund.

Training dates and pricing

Contact us

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Full training offer ↗
https://pmexperts.com/en/training

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