

## <u>Mastering Team Collaboration: An</u> <u>Essential Slack Training</u>

Introduction to Slack
Benefits of Slack compared to email
Slack versus email
Main features
Creating your Slack workspace
Customizing your Slack workspace
Creating channels
Collaborating — messages
Collaborating — sharing documents and files
Collaborating — searching for information
Managing a channel — roles and permissions
Managing a channel — roles and permissions