



AIRTABLE AUTOMATION

BASES . FIELDS . VIEWS . CR
AUTOMATIONS . INTERFACE
C . PERMISSIONS . REPORTING

DURATION

20 Hours

LEVEL

**Beginner to
Intermediate**

MODULES

8

MODE

**Classroom ·
Online · Hybrid**

01 COURSE OVERVIEW

An Airtable course on building operational databases with automations and interfaces. Airtable is treated as a relational operations tool: base and field design, linked records, rollups and formulas, then views, interfaces, automations, scripting and syncing to other systems.

Learners build a project and CRM base with dashboards and automated notifications.

WHO IT IS FOR

Operations and project teams

Marketing and content teams

Startup founders tracking processes

Consultants building client systems

PREREQUISITES

Spreadsheet familiarity.

02 LEARNING OUTCOMES

01 Design bases with tables, links and field types.

03 Configure views and filtered layouts.

05 Automate notifications, record updates and integrations.

07 Sync bases and external data safely.

02 Write formulas, rollups and lookups.

04 Build interfaces for team use.

06 Use scripting for what automations cannot do.

08 Set permissions and manage shared bases.

01 AIRTABLE FOUNDATIONS

Bases, tables, records

Views

Plans and limits

Field types

Collaborators

02 DATA MODELLING

Linked records

Rollups and lookups

Conditional fields

Junction tables

Formulas

Data validation habits

LAB

BASE DESIGN

03 VIEWS AND FILTERING

Grid, kanban, calendar, gallery, timeline

Personal vs collaborative views

Filters and groups

Row colouring

04 INTERFACES

Interface designer

Filters and record pickers

Dashboards

Layouts and elements

Permissions

LAB

TEAM INTERFACE

05 AUTOMATIONS

Triggers

Conditional logic

Record creation and updates

Actions

Email and Slack notifications

LAB

NOTIFICATION AUTOMATION

06 SCRIPTING AND EXTENSIONS

Scripting extension basics

API and personal access tokens

Third-party extensions

Batch updates

Webhooks

07 INTEGRATION AND SYNC

Airtable sync

Zapier and Make connections

Two-way sync considerations

Forms

CSV import

08 OPERATIONS

Permissions and sharing

Backups and snapshots

Reporting to stakeholders

Revision history

Naming standards

PROJECT

OPERATIONAL BASE WITH INTERFACE

04 ASSESSMENT & CERTIFICATION

Module assignments and labs

25%

Mini projects

20%

Internal assessments

15%

Final project and review

40%

CERTIFICATION

Learners who complete all modules, submit the final project and clear the review receive a course completion certificate from Kaizen Infinities Private Limited. Project work is documented for the learner's portfolio, and interview preparation is included in the closing sessions.

05 CAREER OUTCOMES

ROLES THIS PROGRAMME PREPARES FOR

OPERATIONS COORDINATOR

PROJECT MANAGER

NO-CODE DEVELOPER

BUSINESS SYSTEMS ANALYST

FREELANCE CONSULTANT

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