

SALESFORCE PROFICIENCY PACK FOR ADMINISTRATORS



OVERVIEW

Learn the fundamentals of being a Salesforce Admin – in just 30 days! The Salesforce Proficiency Pack for Administrators is a blended, prescriptive, expert-led training program that gives you a 30-day plan to learn what you need to be an awesome Salesforce Administrator, and fast tracks you to the Salesforce Certified Administrator certification. The program is a mix of engaging bite-sized Trailhead content and live coaching from Salesforce Certified instructors. Twice a week, you will have the opportunity to tune in and review each week’s learning with your instructor and the chance for Q&A with fellow students. The program includes a certification practice exam voucher and a voucher to sit for the Salesforce Certified Administrator exam.

QUICK FACTS

- Self-paced online path to certification
- No travel required, so it doesn’t conflict with other work
- A fraction of the cost of traditional expert-led training

WHO SHOULD TAKE THIS COURSE?

The Salesforce Proficiency Pack for Administrators is designed for anyone who wants to learn the ins and outs of Salesforce administration with a flexible self-paced learning schedule.



DURATION

30 days, with 1-2 hrs/day

DELIVERY FORMAT

The Salesforce Proficiency Pack for Administrators is a combination of expert-led virtual classroom sessions, and Trailhead learning modules.

CERTIFICATION

Salesforce Proficiency Pack for Administrators is recommended as preparation for the Salesforce Certified Administrator exam.

[REGISTER NOW →](#)



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WHEN YOU COMPLETE THIS PROGRAM, YOU WILL BE ABLE TO:

- Navigate Salesforce and personalize your experience
- Give your data structure with objects, fields, and relationships
- Identify the steps to set up and/or maintain a user
- Explain the various organization security options
- Describe the features and capabilities of the Salesforce sharing model
- Given a scenario, apply the appropriate security controls
- Describe the various settings and permissions a profile controls
- Troubleshoot common user access and visibility issues
- Recall the various UI features that an administrator controls
- Customize Salesforce, including page layouts, fields, tabs, and business processes
- Create a secure Salesforce environment
- Maintain and import clean data
- Create high-value reports and dashboards
- Set up workflow automation
- Maintain a Salesforce organization, responding to common business requirements, and performing administrative functions using the current version of Salesforce



*The fun way to
learn Salesforce*

LEARN

Learn at your own pace, from our experts, and your peers.



EARN

Earn points, badges, and skill-based credentials that grow your resume.

CONNECT

Connect with fellow Trailblazers to learn, inspire, and blaze new trails.

CONTACT US

 sfdc.co/learnsalesforce
 1 (877) 872-4610

 /SalesforceTrailhead
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