

SALESFORCE TRAILHEAD ADMIN BADGES

Perfect – thank you for clarifying. Since, your goal is Salesforce Administrator Certification + job-readiness, your Trailhead journey should be laser-focused on Admin-relevant badges, projects, and super-badges only.

Here is a streamlined, certification-aligned plan that starts at zero Trailhead experience and gets you to “job-ready Admin with portfolio proof.”

1. Salesforce Admin Trailhead Plan (Beginner -> Certified -> Job-Ready)

- Guiding Principles:

- i) Do not chase all badges. Focus on core Admin exam topics.
- ii) Modules -> Projects -> Super-badges. Build in that order.
- iii) Portfolio impact > badge count. 40-60 focused badges + 3 – 5 super badges look far stronger than 200 scattered badges.
- iv) Parallel study + Trailhead. Use Trailhead as your hands-on practice while studying exam concepts.

2. Phase – 1: Getting Started

- Goal: Get comfortable with Trailhead + org basics.

- i) Create Trailblazer profile -> make it public.
- ii) Modules:
 - ➔ Salesforce Platform Basics
 - ➔ Trailhead Playground Management
 - ➔ User Management
 - ➔ Company Information & Org Setting
- iii) Build a Simple App (Lightning App Builder)
- iv) Deliverable: Add Trailblazer profile link to your resume.

3. Phase – 2: Core Admin Fundamentals

- Goal: Build strong foundations in the exam domains

- Modules:

- i) Data Modeling (Objects, Fields, Relationships)
- ii) Formats & Validations
- iii) Record Types & Page Layouts
- iv) Picklist Administration
- v) Profiles & Permission Sets
- vi) Org Security & User Access
- vii) Sharing Rules
- viii) Reports & Dashboards

- ix) Data Management (Import Wizard, Data Loader concepts)
- **Projects:**
 - i) Customize a Salesforce Object
 - ii) Build a Report & Dashboard
 - ➔ Super-badge (first one): Business Administration Specialist

4. Phase – 3: Automation & Productivity

- **Goal: Get comfortable with Flow (the #1 Admin skill now)**
- **Modules:**
 - i) Flow Builder Basics
 - ii) Record-Triggered Flow
 - iii) Screen Flow
 - iv) Automation with Approval Processes (legacy but still testable)
 - v) Email Templates & Alerts
 - ➔ Project: Build an Account Onboarding Flow
 - ➔ Super-badge: Process Automation Specialist

5. Phase – 4: Analytics & Reporting

- **Goal: Prove you can deliver insights for users/executives**
- **Modules:**
 - i) Advanced Reports & Dashboards
 - ii) Row-Level Formulas
 - iii) Report Types & Filters
 - ➔ Project: Create a Sales Manager Dashboard
 - ➔ Super-badge: Reports & Dashboards Specialist

6. Phase – 5: Security & Access Mastery

- **Goal: Nail Security – it is a big chunk of the exam**
- **Modules:**
 - i) Field-Level Security
 - ii) Org Security & Login Access
 - iii) Permission Sets vs Profiles
 - iv) Sharing & Visibility
 - ➔ Lab/Project: Build least-privilege access model
 - ➔ Super-badge: Security Specialist

7. Phase – 6: Job-Ready + Exam Prep

- **Goal: Pull everything together and prepare for certification**
- **Module:**

- i) Service Cloud for Lightning Experience (Cases, Queues, Service Cloud)
- ii) Sales Cloud Basics (Leads, Opportunities, Forecasting)
- iii) Data Quality
- iv) Charge Management & Sandboxes
 - ➔ Super-badge (capstone): Admin Super Set (combo of the 3 you already earned: Business Admin, Process Automation, Reports & Dashboards).
 - ➔ Exam Prep: Take official *Admin Certification Preparation Trailmix* + Practice questions
 - ➔ Deliverable: Add **Salesforce Administration Certification Candidate** + link to your public Trailblazer profile on your resume

8. Ongoing Portfolio Hygiene

- i) After each project/super-badge
 - ➔ Write a 3-4 sentences case study (Problem -> What you built -> Value)
 - ➔ Add screenshots of Flows, Reports, Dashboards,
- ii) Example:

“Built a Record-Triggered Flow to auto-assign new Leads based on region and send email notifications to owners. Reduced manual assignment time by ~80%.”

9. Expected Outcomes

- i) 40-60 core Admin badges (exam-relevant only).
- ii) 4-5 Super-badges (Admin Super Set = Gold Standard)
- iii) Certification: Salesforce Certified Administrator
- iv) Portfolio: Real screenshots, Trailblazer profile, proof of hands-on practice