

# Workflow Automation

## “Workflow Streamlining using Zapier.”



### Members

Alfonso, Joenelle Stephene L.  
Mondragon, Kent Yrvin L.  
Rico, Jstroilon C.  
Timbol, John Adrian J.  
Villanueva Jr., Ronel F.

Seminar Date : Nov 9, 2023

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### **III. Seminar Overview**

**Seminar/Webinar Title :**  
**Workflow Automation “Workflow Streamlining using Zapier.”**  
**Speaker: Nurmiza Nabilah Binti Bushran**

In today's fast-paced digital landscape, "Efficiency is key". This seminar will provide you some insightful information about workflow automation particularly with the platform Zapier. This webinar will familiarize and equip you with the skills to utilize a powerful solution to automate repetitive tasks seamlessly.

**Webinar Details:**

**Date: November 09, 2023**

**Time: 11:00 AM to 12:00 PM**

**Location: Technological Institute of the Philippines, Arlegui, Manila, Room 418**

**Platform: Virtual Meeting via Google Meet**

**Seminar Objectives / Agenda:**  
**Exploring Workflow Automation**  
**Demonstration on how to use Zapier**  
**Q&A and Interactive Discussion**

## **IV. Seminar Content**

### **1. Presentation about Workflow Automation (30 minutes)**

- Introduction to Workflow Automation: Understanding the need for automation in today's business landscape.
- Benefits of Workflow Automation: Exploring how automation enhances efficiency, reduces errors, and increases overall productivity.
- Role of Zapier: Unveiling the capabilities of Zapier as a powerful tool for workflow automation.

#### **Key Takeaways**

- The significance of automating repetitive tasks.
- The impact of workflow automation on time and resource optimization.
- A comprehensive understanding of Zapier's role in the automation ecosystem.

### **2. Demonstration on How to Use Zapier (45 minutes):**

- Zapier Interface Tour: Navigating through the user-friendly interface of Zapier.
- Creating Your First Zap: A step-by-step guide to building automated workflows tailored to your specific needs.
- Integration Showcase: Exploring the vast array of apps and platforms Zapier seamlessly integrates with particularly Typeform (this is where other automation services )

#### **Key Takeaways**

- Practical knowledge on setting up automated workflows.
- Insight into the versatility of Zapier through live demonstrations.
- Tips for optimizing Zaps for maximum efficiency.

### **3. Q/A and Interactive Discussion (30 minutes):**

- Open Floor for Questions: Addressing queries from participants regarding workflow automation and Zapier.
- Real-life Scenario Discussion: Sharing experiences and challenges faced by participants in their workflow automation journey.
- Expert Insights: Providing additional tips and solutions based on audience inquiries.

#### **Key Takeaways**

- Clarification of doubts and concerns related to workflow automation.
- Shared experiences and lessons learned from fellow participants.
- Expert insights to overcome common challenges in implementing automation.

## **Seminar Highlights**

The seminar highlights are the hands-on and interactive segments of the webinar as they are designed to ensure that the participants not only grasp the theoretical aspects of workflow automation but also leave them with the practical skills and personalized solutions to apply in a professional environment in the future.

## **V. Seminar Materials**

### **1. Presentation Slides**

- Comprehensive slides covering key concepts of workflow automation, the benefits of automation, and the role of Zapier in streamlining processes.
- Visual guides for creating Zaps, exploring the Zapier interface, and showcasing real-life integration examples.

### **2. Demo Walkthroughs through the live webinar**

- Step-by-step guides for the hands-on activity, offering participants a detailed walkthrough on creating their first Zaps.
- Live demonstrations of Zapier in action, highlighting its capabilities and versatility in different scenarios.

### **3. Hardware and External Devices Used**

- Laptops, Webcams, sound system and projectors to facilitate the hands-on activities and proper transmission of the session.

### **4. Evaluation and Feedback Forms**

- Surveys and feedback forms to collect insights from participants, enabling continuous improvement for future seminars.

### **5. Session Schedule**

- Detailed agenda outlining the program flow, time allocated for each segment, and breaks.

### **6. Interactive Tools (Google Meets and Polls)**

- Tools and platforms for interactive discussions during the Q/A session, fostering a collaborative and engaging learning environment.

### **7. Records of Participation and Attendance**

- Customizable certificates for participants to acknowledge their attendance and engagement in the seminar.

These seminar materials are meticulously prepared to ensure a comprehensive learning experience, combining theoretical knowledge with practical application through hands-on activities and interactive discussions. Participants will have access to these resources to support their ongoing journey in mastering workflow automation with Zapier.

### Certification of Appreciation



## **VI. About the Speaker**



### **Speaker : Nurmiza Nabilah Binti Bushran**

College : Universiti Teknologi Malaysia  
Bachelor's Degree, Computer Software Engineering 2014 - 2019

Skills : C (Programming Language) · C++ · JavaScript · HTML · Cascading Style Sheets (CSS) · Creative Concept Design · Photography · Videography · Social Media Content Creation · Graphic Design · Research · Adobe Photoshop · Adobe Premiere Pro · Adobe Illustrator

### **Work Experience**

Marketing Operations AssociateMarketing Operations Associate - 2X · Full-time

Digital and Design ManagerDigital and Design Manager - Al-Hayya Associates · Full-time

Graphic DesignerGraphic Designer - LIFE Associates · Freelance

Digital Marketing SpecialistDigital Marketing Specialist - Mookbee Ads Sdn. Bhd. · Full-time

Research InternResearch Intern - Research Group Software Construction RWTH Aachen University

## VII. Attendee List

| Name                               | Attendance / Registration | Signature     | Date |
|------------------------------------|---------------------------|---------------|------|
| Pastrana, Christian Emmanuel A.    |                           | C. Pastrana   |      |
| Bernabe, Hanz Angelo V.            |                           | H. Bernabe    |      |
| Mercado, Jon Raymar D.             |                           | J. Mercado    |      |
| Portor, John Vincent D.            |                           | J. Portor     |      |
| Ubaldo, Allana Grace R.            |                           | A. Ubaldo     |      |
| Abraya, Ezeiel Lance P.            |                           | E. Abraya     |      |
| Fernando, Jon Henri                |                           | J. Fernando   |      |
| Berbono, Benedict                  |                           | B. Berbono    |      |
| Veneciano, Vashien Troy            |                           | V. Veneciano  |      |
| Pojo, Iori E.                      |                           | I. Pojo       |      |
| Florentino, Ma. Estelle Kathryn M. |                           | M. Florentino |      |
| Beddomo, John Risen U.             |                           | J. Beddomo    |      |
| Bitonto, Rommar                    |                           | R. Bitonto    |      |
| Gratata, Charles                   |                           | C. Gratata    |      |
| Ong, Exequiel                      |                           | E. Ong        |      |
| Espeso, Christian Xyry J.          |                           | C. Espeso     |      |
| Ramos Marc C.                      |                           | M. Ramos      |      |
| Zorio, Enrico Luis C.              |                           | E. Zorio      |      |
| Martinez, Paolo Jeremiah G.        |                           | P. Martinez   |      |
| Rebandabau, Christine Jean         |                           | C. Rebandabau |      |
| Badadu, Timothy Jon                |                           | T. Badadu     |      |

## **Attendance List**

Here is the list of students who are present during the webinar. (November 9 2023)

### **On-Site Attendance**

Pastrana, Christian Emmanuel A.  
Bernabe, Hanz Angelo V.  
Mercado, Jan Raymarc D.  
Doctor, John Vincent D.  
Ubaldo, Allana Grace R.  
Abuyo, Ezekiel Lance P.  
Fernando, Jon Henri  
Berbano, Bhenedict  
Ventura, Jasher Troi  
Pajo, Iori E.  
Florentino, Maria Estelle Kathryn M.  
Bodomo, John Risen U.  
Bitoon, Rommar  
Gratola, Charles  
Ong, Exequiel  
Christian Xyryl  
Ramos, Marc C  
Zonio, Enrico Luis C.  
Martinez, Theo Jeremiah G.  
Rebandabau, Christine Jean  
Badadu, Timothy Joe

### **Evaluation Form Attendance**

Mercado, Jan Raymarc D.  
Christian Emmanuel A. Pastrana  
Ezekiel lance abuyo  
Enrico Luis C. Zonio  
Timothy Joe Baclado  
HANZ ANGELO V. BERNABE  
Rommar Bitoon  
Iori Pajo  
John Vincent Doctor  
Exequiel Ong  
Marc ramos  
Ma. Estelle Kathryn M. Florentino  
Christian Xyryl Espejo  
John Risen Bodomo  
Leah Oseo  
Christine Jean E. Rebandaban  
Jon Henri Fernando  
Allana Grace R. Ubaldo  
Nikki Buenaventura

## **VIII. Evaluation and Feedback:**

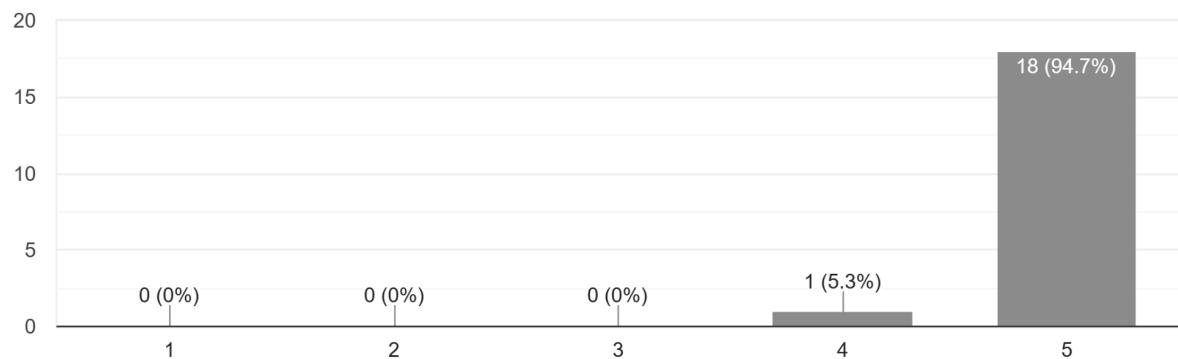
Include any feedback forms or evaluations from seminar attendees

Summarize the overall feedback and any suggestions for improvement

**The following graphs are the overall results of the evaluation done during the webinar.**  
**Data gathering tool via google forms**

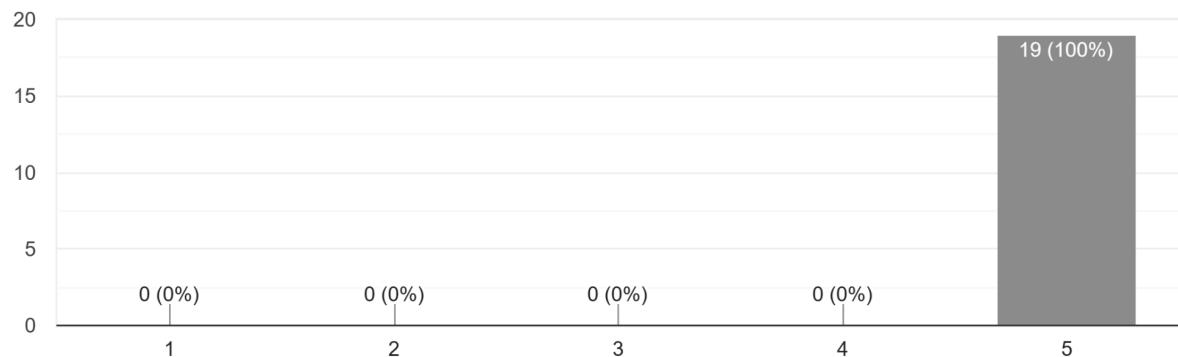
Technical Quality (Video Conference and Audio)

19 responses



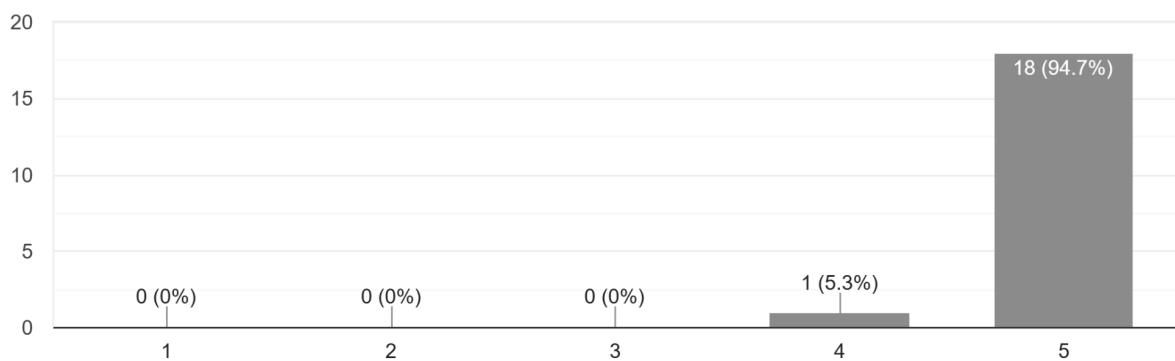
Topic / Content Quality

19 responses



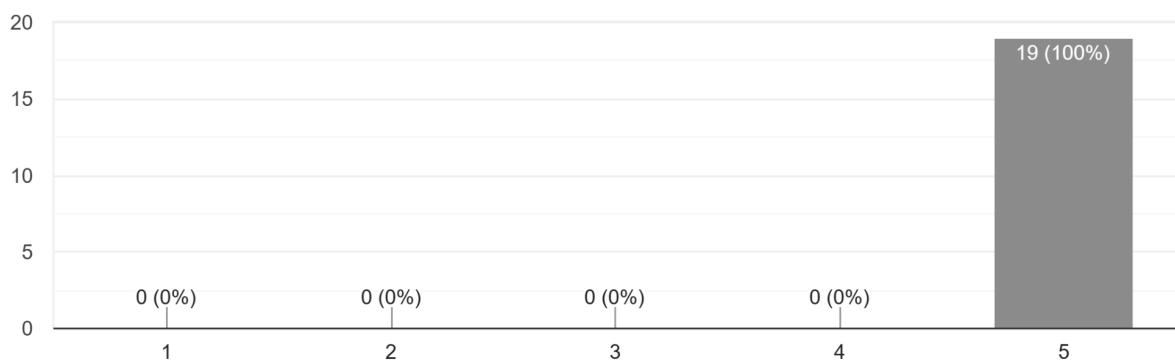
### Event Activity and Interaction

19 responses



### Overall Presentation Quality

19 responses



**Express your overall experience from this activity/webinar.**

**19 responses**

I'm happy

So informative

I won a price

It was interactive and informative

Knowledgeable and so fun at the same time

Good

good

Very good

Happy because I learned how zapier,typeform and airtable works.

N/a

N/A

Quality

It is good and applicable for work use

I learned a lot from this webinar

NA

nice

Very informative

Informative

It was great and Helpful

**Discuss how your experience in participating in this webinar would be applied in the future.**

**19 responses**

All of it

I want to try automation

It's very convenient specially the zapier and airtable

Can help us gain more resources in terms of workflow automation

Helps me to sorting data by using different kind of software

This will be helpful when I encounter something that needs automation in my workplace.

good

Good

I can use it to create a automations of response

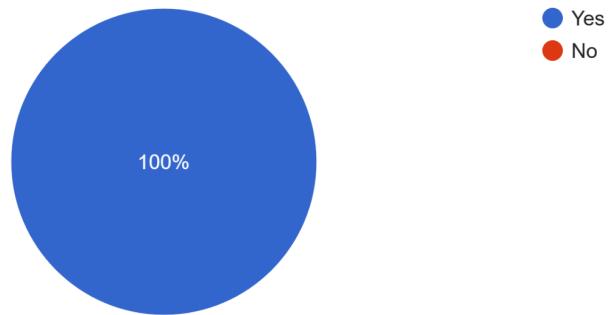
N/a

N/A

Keep up the good work  
It can ease your life in making schedule  
To manage workflow efficiently  
NA  
nice  
Great and enjoyable  
Will make tasks easier  
It was really helpful

#### Would you recommend this webinar to others?

19 responses



#### Comments/Suggestion/Feedback

19 responses

**None**

**none**

**N/A**

**NA**

**Very good**

-

**Accommodating**

**N/a**

**All good**

**Good speaker**

n/a

**Helpful to enhance my knowledge**

Overall, the suggestion tab encapsulates a consensus of positive feedback, affirming the success of the seminar in meeting participant expectations and contributing to knowledge enhancement.

### **Evaluation Summary**

The overall results of the evaluation of the webinar overwhelmingly reflects a positive outcome across all key factors. Attendees expressed high satisfaction with the content, presentation quality, and engagement level. The speaker's expertise resonated well with the audience, and the interactive elements were well-received. Technical aspects, including seamless platform functionality, contributed to a smooth experience. Participant feedback consistently highlighted the webinar's value and relevance. Overall, the positive responses across various facets underscore the success of the event.

## **IX. Photos and Media:**

Include photographs, videos, or media coverage of the seminar



- Before the event starts, we start an opening prayer to guide us to have a successful seminar.



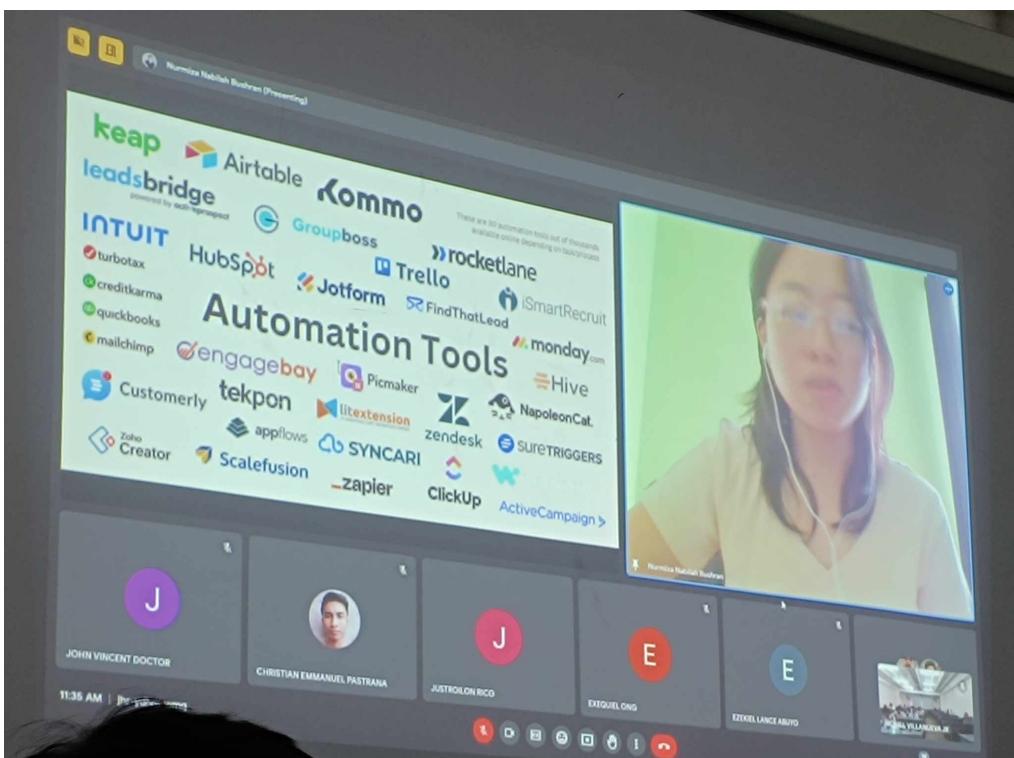
- After the opening prayer we wave an energizer or game to lift up the mood of the audience in the seminar room.



- We warmly introduce our guest speaker to the audience



- The speaker introduce to the audience the topic to be discussed about the “Workflow Streamlining Using Zapier”.



- The speaker showed other similar automation tools like zapier that we can use.



- Some pictures of the audience present in the seminar.



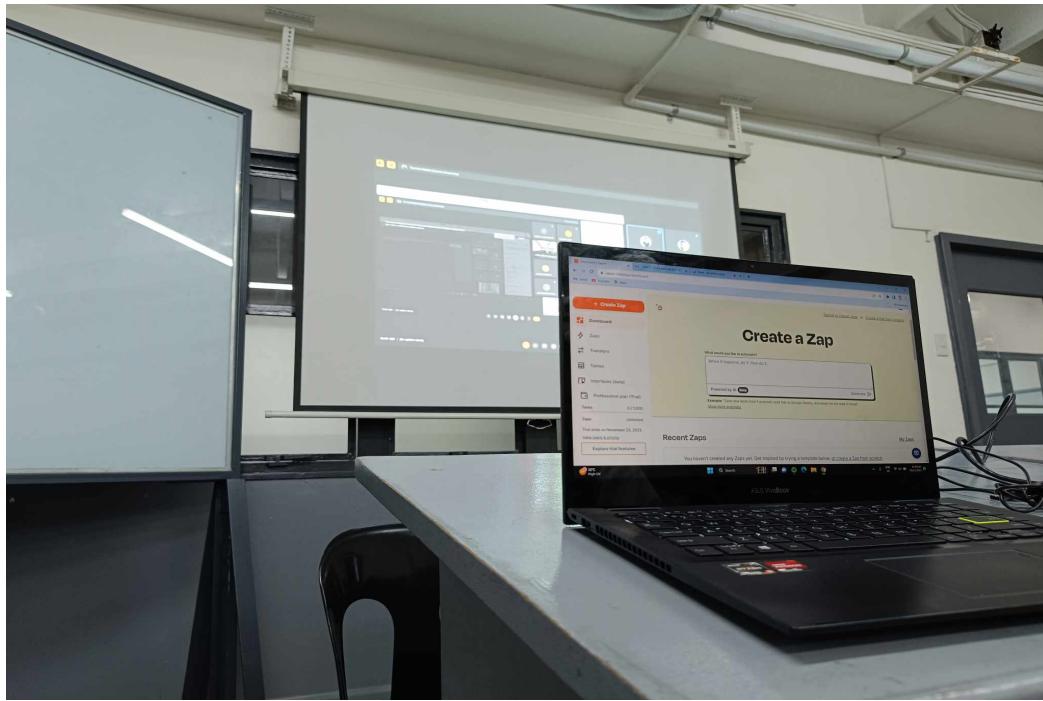
- The speaker is discussing about the zapier and getting ready for live demo with the audience



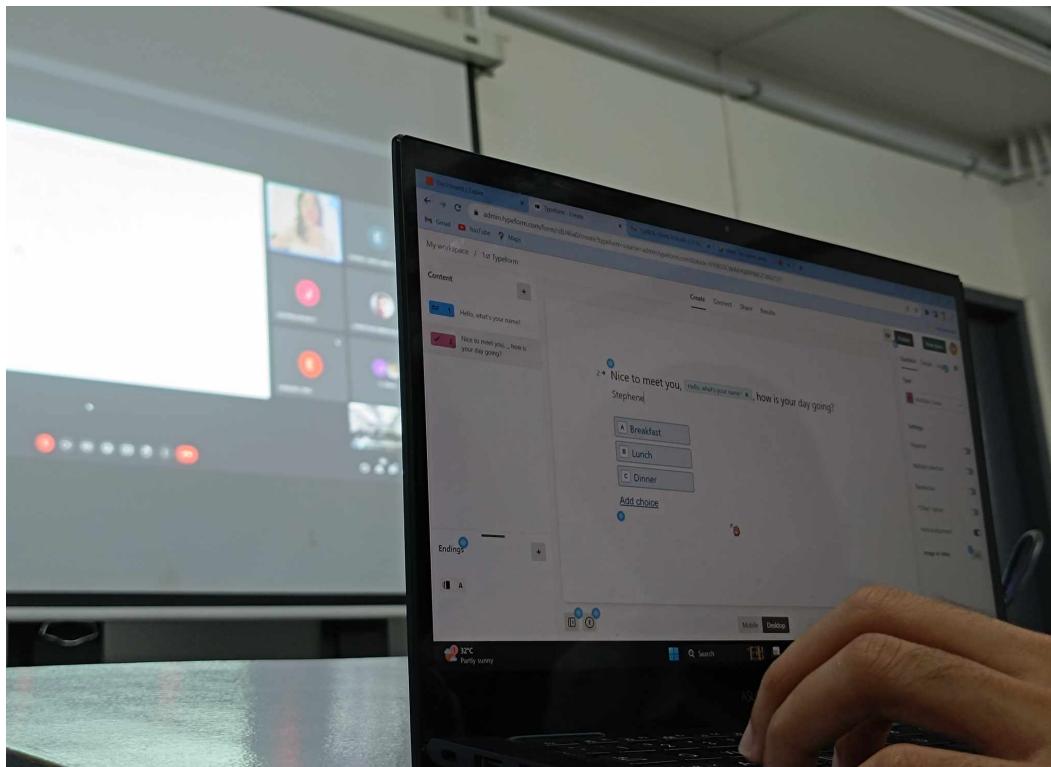
- A picture showcasing that the audience is listening to the speaker about the zapier.



- The audience is trying to understand the automation application with the guidance of the speaker.



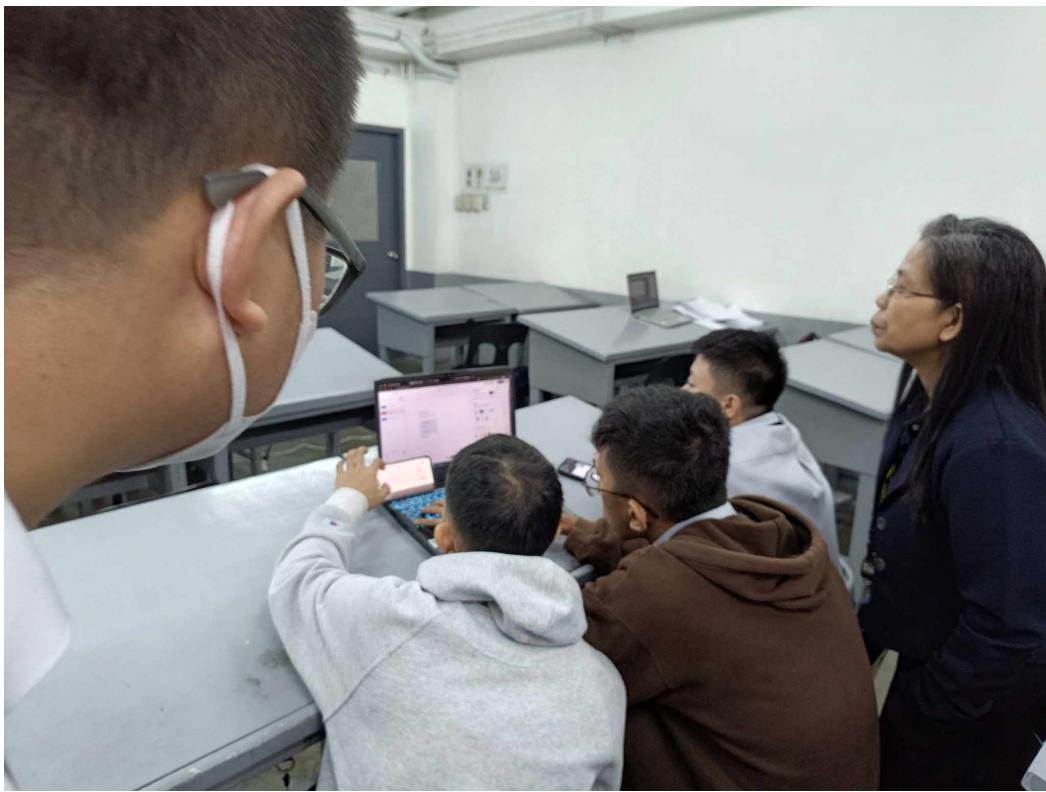
- The audience is trying to understand the automation application with the guidance of the speaker.



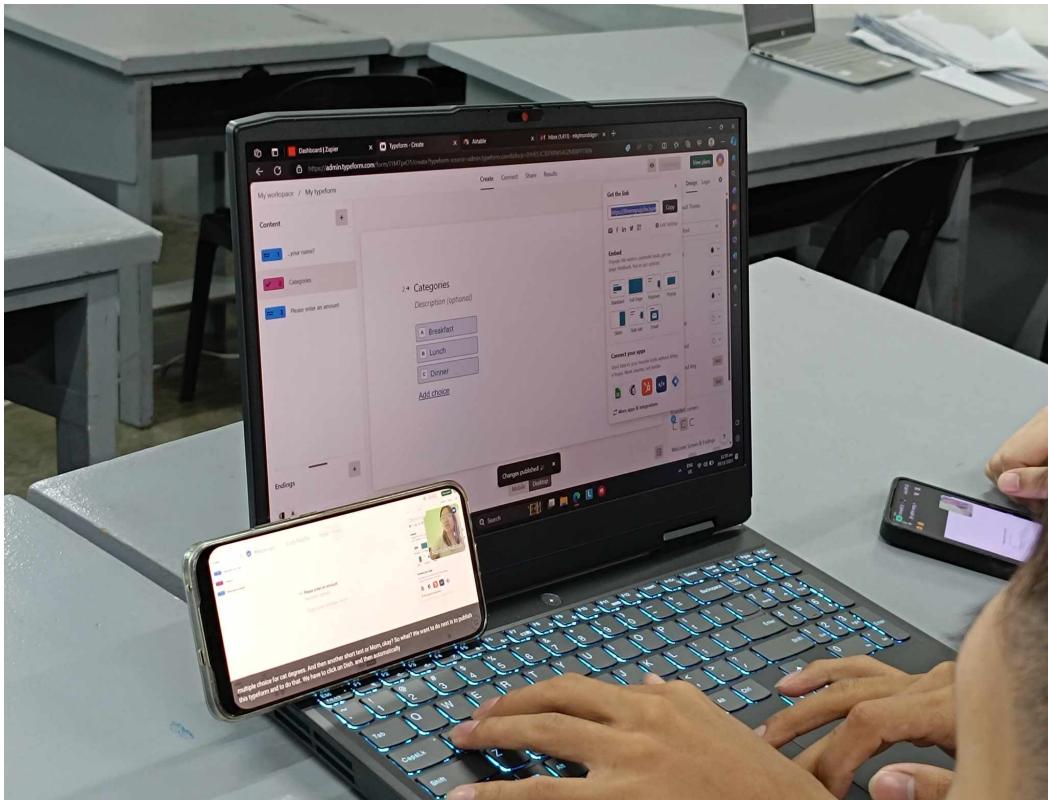
- The audience is trying to understand the automation application with the guidance of the speaker.



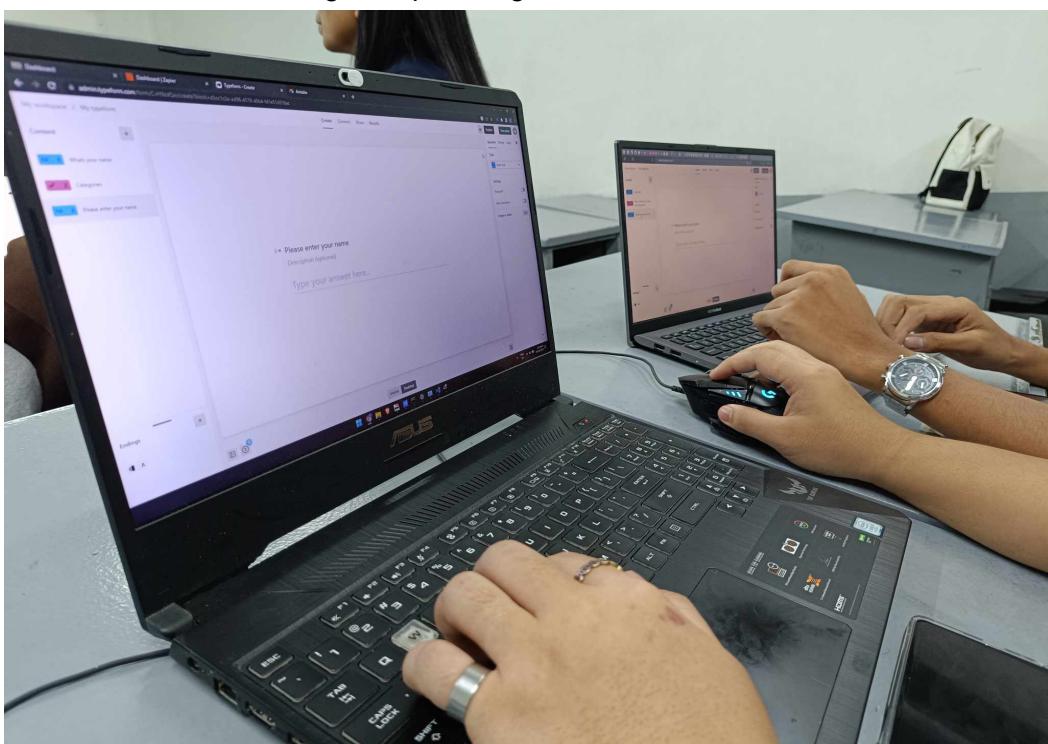
- Audience participation in the live demonstration.



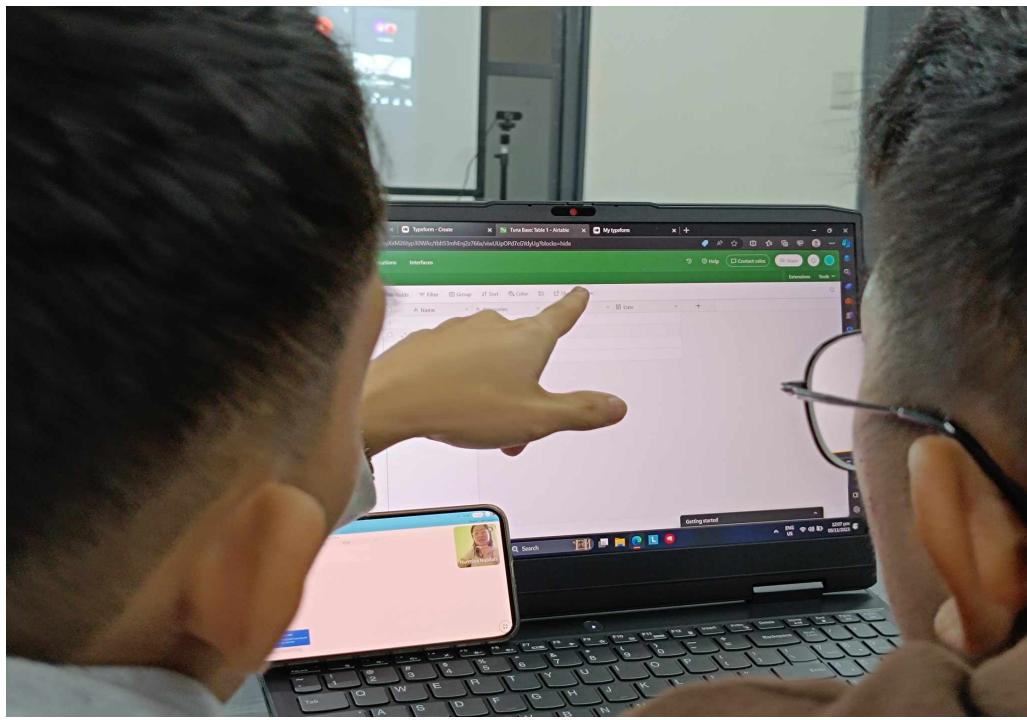
- The organizers are trying to help the audience in the live demonstration of zapier.



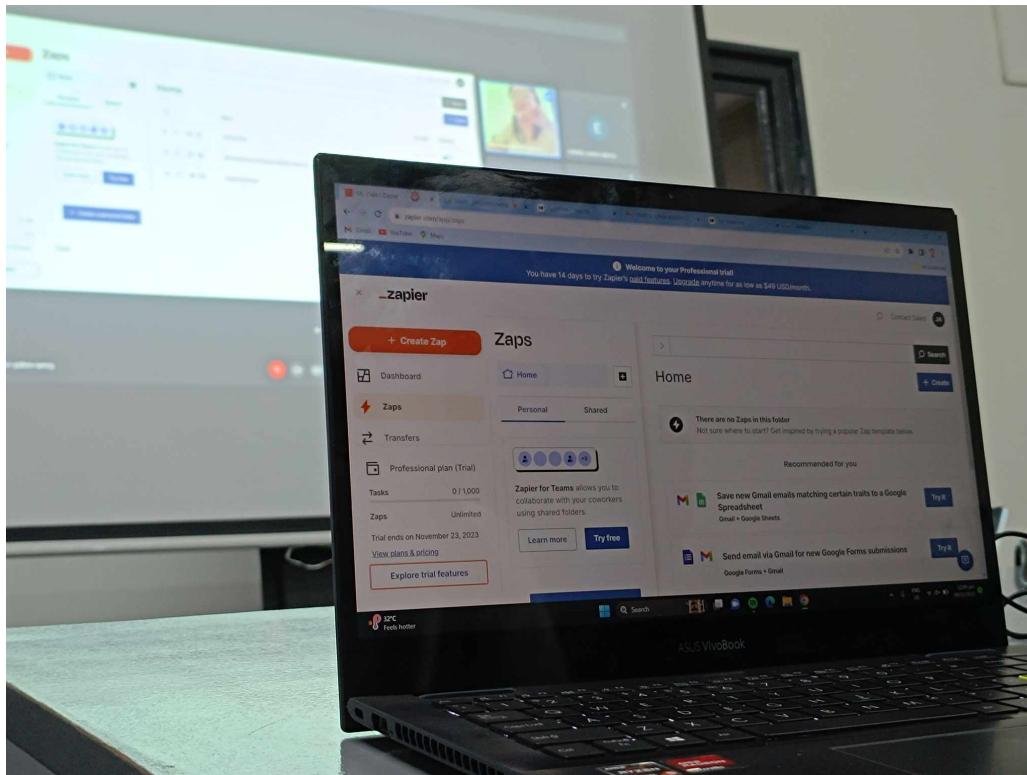
- Audience following the speaker guide in the demonstration.



- Audience participation in the live demonstration.



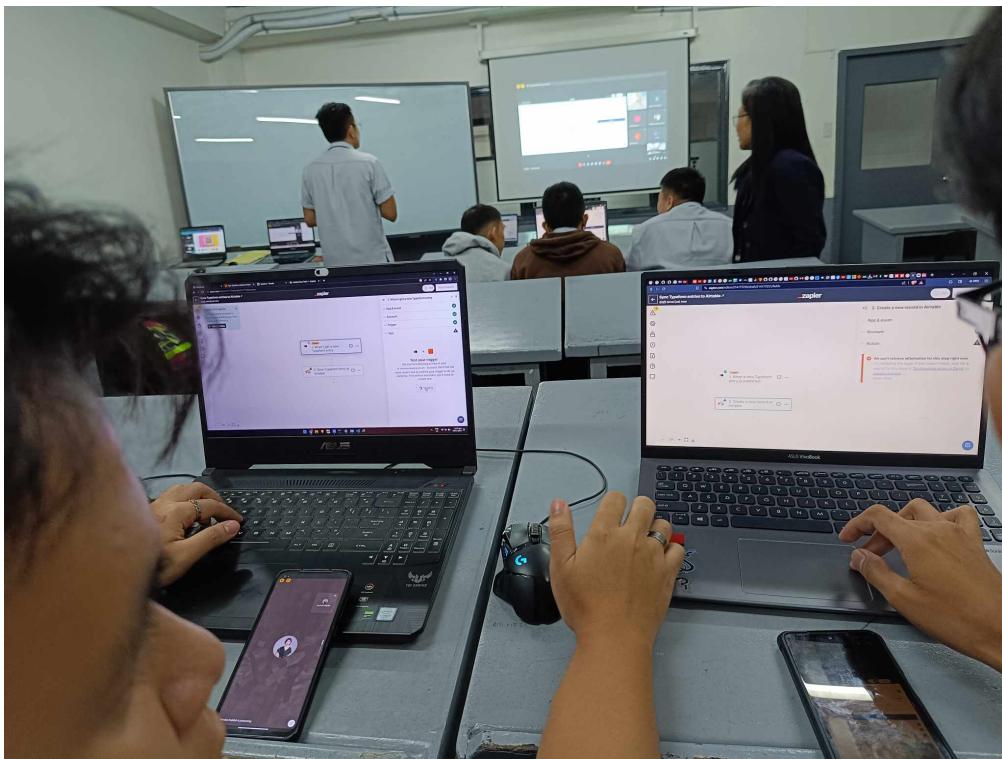
- Audience testing the Zapier by following the demonstration of the speaker.



- Some of the audience started to understand and finish the demonstration being taught.



- Audience helping one another to understand and finish their work.



- Some of the audience started to understand and finish the demonstration being taught.



- Audience helping one another to understand and finish their work.



- The seminar is almost done and we proceed with the Interactive session where the audience can ask questions about the topic with the speaker.



- Closing remarks for the seminar.



- Giving the speaker a certificate of appreciation with the successful completion of the seminar.

## **X. Conclusion:**

The webinar that we conducted focusing on Workflow Automation proved to be a highly enriching experience and provided engaging discussions towards the attendees.

Starting with a compelling introduction to the necessity of automation in contemporary business, attendees delved into the transformative benefits of workflow automation, including heightened efficiency and increased productivity. The exploration of Zapier's role as a powerful automation tool provided participants with a comprehensive understanding.

### **Key points :**

A detailed 45-minute demonstration guided participants through Zapier's user-friendly interface, offering practical insights into creating customized automated workflows and showcasing its versatility, particularly in integration with services like Typeform.

The webinar concluded with a dynamic 30-minute Q/A and interactive discussion, allowing participants to seek clarifications, share real-life scenarios, and benefit from expert insights on overcoming common challenges in automation implementation.

Overall, We ultimately believe that the webinar not only imparted theoretical knowledge but also equipped participants with practical tools, making it a resounding success in fostering a holistic understanding of workflow automation and Zapier utilization. The interactive nature of the session further enhanced the learning experience, creating a collaborative and insightful environment.

### **Personal Reflections**

**Rico, Justroilon C.**

As one of the organizers of the webinar that was held back last November 9, 2023, It was a wonderful experience for me to organize a webinar regarding the topic "Workflow streamlining using Zapier". This topic is one of the relevant topics or application in today's era where it can help us in the future by maximizing the use of automation or AI in doing one of our jobs. The seminar consists of an ice breaker that includes the audience participation to lift the mood of the crowd and have their attention focused on the webinar. Our speaker is doing a great job of explaining deeply on what needs to be learned about the application that we are gonna use and crowd interaction by asking questions. The audience also participates in live demonstrations of the Zapier in workflow automation, they easily analyze the Zapier and they can keep up with the demonstration because of the clear demonstration of the speaker. There are also a lot of questions during the Q&A, which shows that the audience has an interest in workflow automation. I have a great overall experience in managing and conducting seminars during this semester that gives great knowledge and experience to the audience.

**Timbol, John Adrian J.**

As one of the organizers of the webinar, I find myself reflecting on the event with a sense of accomplishment and gratitude. The comprehensive nature of the seminar, covering the theoretical foundations, practical demonstrations, and interactive discussions, resonated well with participants. Witnessing the engaged audience during the presentation on Workflow Automation and Zapier was particularly rewarding, as it affirmed the relevance and value of the content. The positive feedback received during the Q/A session reflected a genuine interest in the topic and a shared enthusiasm for learning. This experience has not only strengthened my organizational and coordination skills but has also deepened my appreciation for the impact of well-executed educational events. Overall, it's a gratifying feeling to have contributed to a seminar that provided valuable insights and practical knowledge to the participants.

**Mondragon, Kent Yrvin L.**

As one of the organizers and the speaker of the webinar, I find myself reflecting on the event with a profound sense of accomplishment and gratitude. Organizing and speaking at the webinar on "Workflow Streamlining using Zapier" last November 9, 2023, was truly gratifying. The event was meticulously designed to underscore the relevance of automation and AI in today's dynamic work landscape. We kicked off with an engaging icebreaker, setting a positive tone and fostering audience participation. Our speaker demonstrated a remarkable proficiency in navigating the intricacies of Zapier for workflow automation, conducting live demonstrations with clarity that made the content accessible to all participants. The vibrant engagement from the audience, evident through numerous questions during the Q&A session, affirmed a genuine interest in the subject matter. Personally managing this seminar allowed me to share valuable insights, and the overwhelmingly positive feedback emphasizes the significance of addressing such pertinent topics, contributing to the audience's knowledge and fostering a strong sense of community. In summary, the experience was not only enriching and fulfilling but also highlighted a growing interest in leveraging automation tools for enhanced workflow efficiency.

**Alfonso, Joenelle Stephene L.**

As one of the organizers of the webinar, In my experience with the seminar we held, it has been enjoyable thus far because it was our first time experiencing the organization of a seminar. Firstly, I am grateful to my group mates for their help and hard work when it came to setting up our necessities for the seminar and addressing what needed to be done. Secondly, I want to express my gratitude to our professor because, with his guidance, we had a good topic to discuss in our conducted seminar. Thirdly, we are also thankful for our speaker from another country. We understand that what she did was challenging, but we appreciate her efforts even though she didn't fully understand us. She still made our seminar fun and lively, and I also

gained valuable insights from what she shared in our learnings, particularly regarding Workflow Automation, especially in Zapier. Lastly, I extend my thanks to our classmates who actively participated without causing chaotic actions. It was enjoyable because everyone engaged in all aspects of our activities, and everyone listened. I am happy because the flow of our seminar was successful, and personally, I learned a lot from that experience.

**Villanueva Jr., Ronel F.**

As one of the organizers of the webinar that was held on 9th of November 2023, it gave me a lot of wonderful yet stressful experiences. The webinar is about "Workflow streamlining using Zapier", it focuses on Zapier, a tool that allows end users to integrate the web applications that they use and automate workflows. With the help of our speaker, the audience was able to understand Zapier with the help of the hands-on activity that our speaker provided. My group mates also handled the webinar with great effort. Without them the webinar wouldn't be a success. With everyone's combined efforts, the webinar was a success and we were able to finish it properly with few issues. I already had experience organizing events before and with this newfound experience I might be able to improve any future events that I may handle in the near future.

**XI. Seminar Sponsors:**

**Mondragon,Kent Yrvin L.**

**4th Year Information Technology**

#1487 Ibayo St Malinta, Valenzuela City  
Valenzuela City  
09472114169  
mkylmondragon@tip.edu.ph



**SKILLS**

- Experience in programming (HTML, CSS, C++, Bootstrap)
- Proficient in Computer and Software Troubleshooting

**CONTRIBUTIONS**

- Main Event Speaker
- Guest Speaker Coordinator
- Event Producer
- Event Organizer

**EDUCATION**

**Technological Institute of the Philippines, Manila- Bachelor of Science in Information Technology**

June 2018 -June 2024

# Villanueva, Ronel Jr F.

## 4th Year Information Technology

1111 Aguilar Street cor C.M Recto Tondo, Manila  
Manila City  
09150581618  
mrfvillanuevajr@tip.edu.ph



### SKILLS

- Experience in Programming (Java, C++, Python)
- Knowledge in basic computer troubleshooting

### CONTRIBUTIONS

- Guest Speaker Coordinator
- Event Proposal Producer
- Event Producer
- Event Organizer

### EDUCATION

**Technological Institute of the Philippines, Manila-** *Bachelor of Science in Information Technology*

June 2018 -June 2024

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# Timbol, John Adrian J.

## 4th Year Information Technology

1240 Kasipagan St Tondo Manila

Manila City

09154229461

majtimbol@tip.edu.ph



### SKILLS

- Proficient in Computer and Software Troubleshooting
- Experienced in Programming (Java, NodeJs, C)
- Experienced in Computer Networking

### CONTRIBUTIONS

- Event Marketing and Communications
- Event Organizer
- Event Producer
- Promotional and Logistic Organizer

### EDUCATION

**Technological Institute of the Philippines, Manila**- *Bachelor of Science in Information Technology*

June 2018 -June 2024

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# Rico, Justroilon C.

## 4th Year Information Technology

Prudencio St. corner Piy Margal  
Sampaloc Manila  
09669723776  
mjcrico@tip.edu.ph



### SKILLS

- Experience in Programming (Node js, Django, Java)
- Computer Networking

### CONTRIBUTIONS

- Event Organizer
- External Materials Producer
- Graphics Organizer
- Event Producer

### EDUCATION

**Technological Institute of the Philippines, Manila-** *Bachelor of Science in Information Technology*

June 2018 -June 2024

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# Alfonso, Joenelle Stephene L.

## 4th Year Information Technology

4034 C Dangal St. Bacood

Sta. Mesa, Manila

09456981746

mjslalfonso@tip.edu.ph



### SKILLS

- Experience in Programming (Node js, C, Java)
- Computer Networking

### CONTRIBUTIONS

- Event Organizer
- Technical Maintenance
- Event Producer

### EDUCATION

**Technological Institute of the Philippines, Manila-** *Bachelor of Science in Information Technology*

June 2020 -June 2024

## **XII. Acknowledgments:**

We extend our heartfelt gratitude to the following individuals and organizations whose invaluable contributions were instrumental in the success of the seminar:

### **Course Professor**

We would like to express our deepest appreciation to **Ms. Maribel Campo**, our esteemed course professor, for their guidance, expertise, and support throughout the planning and execution of the seminar.

### **Speaker**

A special thank you to **Nurmiza Nabilah Binti Bushran**, whose profound knowledge and engaging presentation significantly enriched the seminar, leaving a lasting impact on all participants.

### **Webinar Organizers**

We acknowledge and commend the collaborative efforts of our very own dedicated group **Alfonso, Joenelle Stephene L.Mondragon, Kent Yrvin L. Rico, Justroilon C.Timbol, John Adrian J.Villanueva Jr., Ronel F.** that worked tirelessly behind the scenes to ensure the seamless coordination and success of the event.

### **Technological Institute of the Philippines (Manila)**

Our sincere thanks to the Technological Institute of the Philippines for providing the necessary resources, facilities, and institutional support that played a pivotal role in the overall success of the seminar.

### **CITE Department**

We extend our appreciation to the **CITE Department** whose endorsement and collaborative efforts contributed to the seminar's effectiveness and resonance within the academic community.

### **Attendees/Students**

A heartfelt thank you to all the attendees and students whose active participation, insightful questions, and enthusiasm contributed to the vibrant atmosphere of the seminar. Your presence and engagement played a crucial role in making the event a truly enriching experience for everyone involved.

The combined efforts of these individuals and organizations, along with the active involvement of our attendees, have truly made a significant impact, and we are grateful for their commitment to excellence, which has elevated the webinar to new heights.