PRODUCTIVITY IMPROVEMENT IN THE WORKPLACE
Through ARTIFICIAL INTELLIGENCE

Overview

Generative AI (Artificial Intelligence) has grown in capability and simplicity in recent years and can be used to improve efficiency and effectiveness in diverse functional areas.

This intensive 2-day training program equips office staff with the skills to leverage AI tools for various tasks. From data analysis to content creation and communication, participants will learn to harness AI's power to transform the way work is done.

Learning Outcomes

Upon completion of this program, participants will be able to:

- Understand the fundamentals of Generative AI and its applications.
- Learn to employ AI tools for written communication, data analysis, content creation and presentations.
- Effectively use AI to streamline tasks and improve productivity in various business functions.

Who must attend

Managers, executives, engineers, supervisors, non-executives and others from cross-functional departments such as HR, finance, marketing, administration, engineering, production and other functional areas looking to enhance their productivity using Generative AI.

Methodology

- Interactive lectures to understand concepts.
- Hands-on practical sessions with AI tools.
- Real-world case studies and examples.
- Group discussions and collaborative learning.
- Q&A sessions for participant engagement.

Requirement

To get the most out of the training, we recommend that each participant brings a laptop with internet access. Having individual devices will enable attendees to fully engage with the hands-on activities, access training materials and demonstrations.

Day 1

9:00 am - **Module 1: Introduction to Generative AI**

- Defining Generative AI
- History and Evolution of AI
- Real-world Applications
- Introduction to common tools like ChatGPT, chatPDF, Claude.ai, bard.ai, midjourney and others

10:00 am - **Module 2: Prompt Engineering**

- Defining prompt engineering and its importance in AI applications
- Using prompt frameworks to obtain the best results
- Understanding the Strengths and limitations of Generative AI
- Overcoming the limitations & utilizing the strengths

10:30 am - **Module 3: Automating Routine Tasks using AI**

- Recognising routine and repetitive tasks.
- Benefits of automating routine tasks.
- Examples of routine tasks in different industries.

11:30 am - **Module 4: Effective Written Communications using AI**

- Composing, editing and formatting professional emails and communications
- Crafting forms and survey questionnaires
- Marketing & Advertising - Crafting compelling ad copy and slogans
- Report writing and documentation
- Writing business proposals & business plans
- Generating Social Media Posts, blog posts, articles & web content

2:00 pm - **Module 5: Analysis using AI**

- Classifying data
- Generating insights - from market reports and financial reports
- Sentiment and trend analysis
- Pattern Detection
- Data Visualization
- Generating Excel Macros using AI

4:00 pm - **Module 6: Brainstorming AI Applications**

5:00 pm – **End of Day 1**

Day 2

9:00 am - **Module 7: Content Creation**: **Creating Images using AI**

- Introduction to different text to image generation AI tools
- Use cases in product design and content creation
- Limitations and challenges in text-to-image generation.

10:30 am – **Module 8: Content Creation – Creating Videos using AI**

- Introduction to different text to video generation AI tools
- Using AI to generate video content from text or data
- Creating a sample video using AI

12:00 noon – **Module 9: Creating Presentations using AI**

- Introduction to AI presentation tools
- Using AI to generate content for presentations
- Creating the presentation using AI
- Adding/editing images and videos

2:00 pm – **Module 10 – Generating Summaries using AI**

- Summarizing large Reports, Manuals and Books
- Videos summarization and highlights

3:30 pm – **Module 11 – Other commonly used Generative AI Tools**

- Speech-to-Text
- Translation
- Chat Bots
- Editing Pictures

5:00 pm – **End of Day 2**