

AI-Powered Workplace for Efficiency & Innovation

Course Duration: 2-day; Instructor-led

Time Schedule: 9am-5pm

Lunch: 1:00pm- 2:00pm

Morning Tea-break: 10:30am-10:45am

Afternoon Tea-break: 3:30pm -3:45pm

OVERVIEW

Learning AI in business is important because it empowers organizations to harness technology that drives efficiency, innovation, and growth. By understanding how AI reshapes modern workplaces, professionals can adopt intelligent tools that enhance productivity, improve decision-making, and uncover valuable insights through content creation, reporting, and analysis. AI also enables businesses to redesign workflows, automate routine tasks, and focus human talent on strategic initiatives. Most critically, learning AI helps leaders identify opportunities for transformation, positioning their companies to stay competitive and resilient in a rapidly evolving digital economy.

TARGET AUDIENCE:

Executives, Officers, Managers, Administrative & Operations Staff

TRAINING MODE:

Interactive Workshop with Hands-On Activities

EXPECTED OUTCOMES

- Understand how Artificial Intelligence can transform workplace productivity and decision-making.
- Use AI tools such as ChatGPT, Microsoft Copilot, Gemini, and NotebookLM to automate daily work tasks.
- Apply AI for communication, report writing, research, and data summarisation.
- Generate professional presentations, documents, and visual content using AI.
- Design simple AI workflows to reduce repetitive tasks and improve efficiency.
- Use AI responsibly while maintaining data security and ethical workplace practices.
- Implement AI-driven innovation strategies within their departments.

TRAINING METHODOLOGY

- Trainer-led demonstrations
- Hands-on guided exercises
- Real workplace case studies
- AI prompt engineering practice
- Group discussions and problem-solving activities

TOOLS USED

- ChatGPT
- Microsoft Copilot
- Google Gemini
- NotebookLM
- Canva AI
- Excel / PowerPoint with AI features

Module Outline

Module 1: Introduction to AI-Powered Workplace

- Understanding Artificial Intelligence in modern organisations
- AI vs traditional software tools
- Examples of AI transforming workplace productivity
- Overview of generative AI tools used in business
- AI trends shaping the future of work

Module 2: AI Prompt Engineering for Productivity

- Understanding prompts and how AI interprets instructions
- Structure of effective prompts
- Techniques for generating accurate results
- Improving prompts for better outcomes

Module 3: AI for Communication & Document Creation

- Writing professional emails using AI
- AI-assisted report writing
- Meeting summaries and documentation
- Creating SOP drafts and internal memos

Module 4: AI for Research, Knowledge & Information Management

- Using AI to analyse documents and research information
- Using NotebookLM for knowledge management
- AI-powered summarisation techniques
- Extracting insights from reports and PDFs

Module 5: AI for Data Analysis & Decision Support

- Using AI to analyse spreadsheets and reports
- AI-assisted insights for business decision making
- Creating summaries and visual insights from data

Module 6: AI for Content Creation & Visual Communication

- Creating presentations using AI
- Generating visual content using Canva AI
- AI for marketing and internal communication materials
- Creating infographics and visual reports

Module 7: Automating Workplace Tasks with AI

- Identifying repetitive tasks suitable for AI automation
- Using AI to automate routine processes
- AI workflow examples for workplace efficiency
- Introduction to AI-assisted automation tools

Module 8: Responsible AI Usage & Future Workplace Innovation

- Ethical and responsible AI use
- Data privacy and security considerations
- AI governance in organisations
- Building an AI-driven culture in the workplace