Working Sm@rt with AI

For Business Professionals

Course Overview

This workshop is designed to empower business professionals with the knowledge and tools to integrate AI into their daily workflows. Participants will explore the capabilities of AI tools like ChatGPT, Gemini, and Microsoft Copilot, learning how to automate routine tasks, enhance communication, and streamline their processes.

Program Format

This is a half-day program that is delivered virtually via MS Teams.

Course Objectives

By the end of this workshop, participants will be equipped with practical knowledge and skills to leverage AI tools, improving their processes and staying ahead in the rapidly evolving landscape of AI in business.

Tools Provided

- Ongoing support through a responsive AI chat resource to reinforce learning
- Comprehensive Learning Guide
- Enrollment in our monthly newsletter

Course Outline

Unit 1: Understanding the Fundamentals and Future of Generative AI

- Develop a basic understanding of generative AI.
- Recognise AI capabilities and limitations.
- Overview of the Big Three (ChatGPT, Gemini, Copilot).
- Identify ethics and data privacy considerations when using AI.

Unit 2: Leveraging AI tools

- Navigate the overwhelming number of AI tools available today
- Discover best practices using AI, including prompt engineering and refinement
- Identify strategies for adapting AI as the technology evolves

Unit 3: A Day in the Life

- Managing email overload & daily priorities
- Creating email summaries
- Turning emails into collaborative meetings
- Running an effective meeting with real-time AI feedback
- Extracting post-meeting AI notes & assigning action items

Unit 4: Advanced SkillPath GPT Application

- Completing Data Analysis in Excel
- Creating documents in Word
- Building slide decks in PowerPoint
- Following through on action items
- Exploring SkillPath AI tool for personalised skill and career development

Priority
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A Better Way To Work