

Artificial Intelligence: My Work Partner

How AI can be applied in everyday office task

Synopsis

This course is designed to help office professionals understand the basics of Artificial Intelligence (AI) and how it can be applied in everyday office tasks.

It covers AI concepts, tools, and technologies, focusing on practical applications to improve productivity, decision-making, and efficiency in the workplace.

Course Topics

Our course topics include:

- What is AI?
- How AI is transforming various industries
- How AI is transforming the office
- Examples of AI in Office tools
- AI to increase efficiency and professionalism.
- How to get the best from your AI
- Smart inboxes, email categorisation, AI powered responses
- AI in Communication and decision making
- AI scheduling and time management
- Document processing with AI-based tools
- Understanding data analytics
- (NLP): Using AI to understand and respond to customer inquiries via email, chat or phone
- AI in project management
- Collaboration tools using AI features
- Using AI in Spreadsheets, Document creation and editing
- Using AI in PowerPoint for design assistance
- Ethics in AI
- Conclusion and questions.

Course Details

Delivery: Inhouse or Virtual delivery

Structure: Interactive Workshop

Time: 1 day

Class Size: Max 15

Cost: On request

About the Trainer



Mario Cortés is a highly skilled professional trainer and assessor with over 20+ years' experience in project management, corporate training and leadership development.

His energetic training style is both informal and informative, adding a level of entertainment to ensure participants remain engaged in the learning.

As a trainer-assessor for the Diploma of Project Management, Mario's other talents include working as a Project Manager; Change Management expert; keynote speaker; MC and Author.