

AI In Work Place – 2 Weeks

Pre-requisites

- Basic computer literacy and familiarity with digital tools.
- Understanding of workplace documentation and communication workflows.

Aim

To equip participants with practical knowledge of Artificial Intelligence, its workplace uses, and modern AI-supported workflows. The programme aims to enhance productivity, strengthen critical thinking, improve simple automation skills, and support problem-solving in everyday professional tasks.

Objectives

- Build skills in AI-supported communication, documentation, research, and basic decision-making.
- Use clear prompting and simple reasoning methods to improve AI-generated results.
- Apply AI for workplace tasks, productivity, content creation, and general practical activities.
- Develop understanding of AI ethics, privacy, safety, and complete guided hands-on projects.

Course Contents

Foundation & AI Thinking

- Introduction to AI: Concepts, applications, and modern office relevance
- Prompt engineering and structured reasoning
- AI-assisted productivity, communication, and documentation
- Research assistance, knowledge extraction, and summarization
- Ethical, responsible, and safe use of AI

Hands-on: Practice prompting, summarizing, and creating simple workplace content.

Applied Productivity & Information Processing

- AI for visual communication and presentation support.
- Automated content creation and documentation workflows.
- AI-assisted summarization and communication improvement.
- Intelligent document understanding and knowledge organization.

Hands-on: Generate visuals and organize information across text, images, and audio.

Domain-Specific AI Applications

- AI in business: supporting tasks in HR, marketing, sales, and planning.
- AI for working with numbers: helping with financial summaries and reports.
- AI in education: creating lessons, quizzes, and learning support.
- AI in healthcare and office tasks: helping with notes, summaries, and instructions.

Hands-on: Use AI to solve tasks in business, education, healthcare, finance, and creative work.

Video, Automation & Multimodality

- AI for simple video creation and improvement.
- AI tools for generating creative media and visuals.
- Basic document reading and information extraction with AI.
- AI-powered dashboards and simple workflow automation.

Hands-on: Create basic videos and set up simple automated workflows.

Advanced AI Thinking & Project Implementation

- Learning clearer ways to guide AI and improve its answers.
- Understanding how different AI tools can work together.
- Applying these ideas in small practical activities and projects.

Hands-on: Build a small AI-powered workplace solution using multiple features.