

Training Schedule

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.

Course Summary

AI in the Workplace is a specialized training programme designed to equip participants with foundational knowledge and practical skills to effectively integrate artificial intelligence into modern office workflows. The course covers AI concepts, applications, and AI thinking, including prompt engineering, structured reasoning, ethical and responsible use of AI, and AI-assisted productivity, communication, and documentation. Participants explore applied productivity tools for visual communication, automated content creation, summarization, and knowledge organization, as well as domain-specific applications in business, finance, education, healthcare, and creative work. The programme also introduces AI for video creation, creative media generation, document understanding, and workflow automation, culminating in advanced AI thinking and project implementation. Through hands-on exercises, participants practice prompting, summarizing, creating visuals, generating automated workflows, and building small AI-powered workplace solutions, enabling them to enhance efficiency, decision-making, and innovation in their organizations.