AI FOR MANAGEMENT

Build Your AI Agents for Productivity & Automate Workflows

Course Details

Format	2-Day Physical Class
Delivery Mode	Physical Training Room (Participants Need to Bring Laptop)
Audience	Managers, executives, team leaders and knowledge workers
Approach	10% Theory · 20% Live Demonstrations · 70% Hands-on Projects
Includes	Certificate of Completion + 90-Day AI Implementation Roadmap

Overview

Most managers lose more time to admin than they realize. Drafting a single proposal by hand can eat up 2 to 3 hours. Rebuilding the same monthly report, chasing email replies, prepping slides for another meeting — add it up over a month and it's easily 15 to 20 hours per person, time that never touches strategy, customers, or growth.

AI collapses that timeline. The same proposal drops to under 15 minutes. A report that used to take an afternoon becomes a five-minute prompt. Multiply that across a team of 10, and you're not just saving hours — you're getting back 1 to 2 full working days per person, every single month.

This programme is built to bank that time immediately, not eventually. Across 2 days and 10 modules, participants spend 70% of the time hands-on — building, not just watching — and leave with 10 working deliverables: a business prompt library, a department AI Employee, an AI Agent, a live n8n automation workflow, connected business applications, and a business application they built themselves using Vibe Coding.

They don't leave with notes. They leave with AI Agents already running.

Key Outcomes

This course equips managers and team leads with practical AI skills for the tasks that eat up their week: proposals, reports, Excel analysis, marketing content, and repetitive admin work.

Instead of theory, participants build real tools, including a working AI Agents, live automations in n8n, and a business application deployed through Vibe Coding. Most managers lose 15 to 20 hours a month to work AI can now do in minutes. This course is built to hand that time back immediately.

Objectives

- To provide hands-on experience with AI tools for real business tasks, not just theory
- To develop practical skills in building AI Employees, AI Agents, and automated workflows
- To equip participants with the ability to launch a business application without a developer or IT team

Learning Outcomes

By the end of the course, participants will be able to:

- Turn a blank page into a client-ready proposal in under 15 minutes
- Make scroll-stopping marketing images and videos.
- Build an AI Employee that answers company questions and drafts work for HR, Sales, Finance, and more
- Set up AI Agents that finish multi-step tasks on their own
- Automate the boring stuff with latest AI tools
- Plug AI straight into Google Workspace and Microsoft Office.
- Build and launch a real business landing page/ app in a day.

Who Should Attend?

- Managers, executives, team leaders and knowledge workers who want to improve productivity through AI
- Anyone who prepares reports, replies to emails, analyses data, or performs repetitive admin work
- Beginners with no prior coding or technical background

Prerequisite

Participants should have:

- Basic computer and smartphone knowledge
- A laptop (required for hands-on sessions)

Methodology

This course is delivered through a mix of:

- Theoretical walkthroughs, kept short
- Live demonstrations
- Hands-on practical work (technical)
- Group activity & presentation

70% of course time is spent hands-on, building rather than watching.

Why This Programme

Same tasks, same team — here's exactly what changes once AI joins the room:

- Business Proposals & Reports: 2–3 hours of manual drafting → Under 15 minutes with Prompt Engineering
- Marketing Visuals & Videos: Days waiting on a designer or editor → Generated in-house, same day
- Excel & Data Analysis: Hours of manual formulas and back-and-forth review → AI-analysed insights and dashboards in minutes
- Repetitive Admin Work: 15–20 hours a month, done manually → Automated once via AI Agents & n8n
- Business Applications: Weeks waiting on developers and IT → Built and deployed in an afternoon with Vibe Coding

Course Outline

Day	Session	Module & Key Topics	Activity
Day 1	*Morning 9:00–12:30*	**Module 1: AI Strategy in Business** • AI landscape; Generative AI vs AI Agents • AI trends in business; opportunities for managers • Practical implementation strategy for your business	***Discussion:*** *Map AI opportunities and Implementation plan for your business*
		Module 2: Prompt Engineering for Business Productivity • Role, context and task prompting; prompt optimisation techniques • Templates for proposals, quotations, reports, emails and SOPs	***Activity:*** *Build your own business prompt library*
		Module 3: AI Image & Video Generation • Product photography, marketing posters, social media & presentation graphics • AI branding for Facebook, Instagram and LinkedIn content	***Activity:*** *Create a complete marketing campaign visuals using AI*
	Afternoon 1:30–5:00	**Module 4: AI Office Productivity (Word, Excel & PowerPoint)** • AI document & PDF analysis; spreadsheet intelligence • Sales analysis, KPI dashboards, forecasting, executive presentations	***Hands-On:*** *Analyse a real Excel report and generate an executive dashboard effortlessly*
		Module 5: Build Your AI Employee • Company knowledge base, AI memory, AI skills and business context • Department AI Employees — HR, Sales, Customer Service, Marketing, Finance, Operations	***Hands-On:*** *Build your own department AI Employee that prepares proposals and answers company questions*
Day 2	*Morning 9:00–12:30*	**Module 6: AI Agents** • AI agent architecture, decision-making, memory and knowledge base • Multi-step task execution with human-in-the-loop	***Hands-On:*** *Configure an AI Agent that completes a real business task start to finish*
		Module 7: n8n Process Automation • Workflow builder, AI nodes, trigger nodes and business process automation • Automation examples across Sales, HR, Finance and Customer Service	***Hands-On:*** *Build a complete AI-powered workflow using latest AI tools*
	Afternoon 1:30–5:00	**Module 8: Work Suite Automation** • Google Workspace, Microsoft Office, WhatsApp, Emails and accounting software • AI-generated email replies, automatic reports, meeting scheduling	***Hands-On:*** *Design and implement one AI automation workflow for your own department*
		Module 9: Vibe Coding • AI-assisted, prompt-driven development — Landing page and App for your business • Platforms: Claude, ChatGPT, Lovable, Netlify	***Hands-On:*** *Build and deploy a simple business app using AI*
		Module 10: AI Roadmap Implementations • Department challenges; high-impact AI use cases; quick wins • Long-term initiatives; success metrics; potential risks • 90-day action plan	***Presentation:*** *Each group presents its roadmap to implementation*

Training Approach

- 10% Theory — essential concepts and best practices
- 20% Live Demonstrations — showcasing practical AI capabilities
- 70% Hands-on Workshops — participants build, automate and apply AI solutions using their own workplace scenarios

Training Materials Provided

- ✓ Business Prompt Library
- ✓ AI-generated Marketing Assets
- ✓ AI-generated Business Proposal & Dashboard
- ✓ AI Agent Workflow
- ✓ Connected Business Applications
- ✓ Vibe Coded Business Landing Page/ App
- ✓ 90-Day AI Implementation Roadmap