

AI for Workplace Productivity

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This comprehensive two-day training program equips participants with practical knowledge and hands-on skills to leverage AI tools for enhanced workplace productivity. Through structured modules, interactive activities, and guided practice with free AI tools, participants will learn to implement AI solutions for everyday tasks, streamline workflows, and lead AI adoption in their organizations.

Objective:

- Develop a practical understanding of AI capabilities for workplace productivity
- Master the use of free AI tools to enhance individual and team performance
- Create effective AI implementation strategies tailored to specific workplace contexts
- Build skills to overcome barriers to AI adoption and measure productivity improvements
- Develop an actionable implementation plan to drive AI-powered productivity in their organization

Course takeaways:

- Practical understanding of how AI can transform workplace productivity and efficiency
- Hands-on experience with a variety of free AI tools applicable to different job functions
- Ability to identify optimal AI use cases for specific workplace challenges
- Skills to develop effective AI prompts and workflows for consistent results
- Strategies to drive AI adoption and overcome resistance among team members

Module Summary:

Day 1: Enhancing Personal Productivity with AI

Module 1: Foundations of AI for Workplace Productivity

Topics include:
AI Fundamentals for the Modern Workplace
The Productivity Enhancement Framework
AI Readiness Assessment – pre and post
Activity: AI in your job Map
Tools: ChatGPT, Google Forms

Module 2: Free AI Tools Exploration and Fundamentals

Topics include:
Text-Based AI Assistants Overview
Visual and Creative AI Tools
Productivity and Workflow AI
Activity: AI Assistant Comparison, Prompt Engineering Practice
Tools: ChatGPT, Claude.ai, CoPilot, Canva, Otter.ai, Google Workspace AI, Notion.ai

Module 3: Communication and Content Creation with AI

Topics Include:
Writing Enhancement and Content Generation
Presentation and Visual Content Creation
Multi-Format Content Development
Activity: Email Efficiency Workshop, Presentation Transformation Challenge
Tools: ChatGPT, Gemini, Claude.ai, CoPilot, Canva, Microsoft Designer, Hemingway Editor, Grammarly

Day 2: Team Productivity, Automation & Implementation

Module 4: Information Processing and Knowledge Management

Topics Include:
Data Analysis and Insights Generation
Research Enhancement and Knowledge Discovery
Knowledge Management Systems
Activity: Data Insight Extraction, Research Acceleration Challenge
Tools: ChatGPT, Claude.ai, Elicit.org, Notion.ai

Module 5: Workflow Optimization and Process Automation

Topics Include:
Task and Project Management Enhancement
Process Identification and Automation
Personal Productivity Systems with AI
Activity: Workflow Mapping and Optimization, Meeting Enhancement System
Tools: Trello, Zapier, Motion, Clickup.ai

Module 6: Implementation Planning and Change Management

Topics Include:
Developing Your AI Implementation Roadmap
Overcoming Resistance to AI Adoption
Measuring and Communicating AI Impact
Activity: Personal AI Implementation Plan, Stakeholder Pitch
Tools: ChatGPT, Claude.ai, Miro / Mural, Google Forms