



Artificial Intelligence is rapidly transforming the modern workplace, but many employees still struggle with understanding what AI truly is, how to use it effectively, and how to apply it responsibly in daily work. This highly practical one-day training program equips office personnel with the foundational knowledge and hands-on skills needed to use AI tools productively, ethically, and confidently.

Participants will learn how AI works in simple business terms, explore common misconceptions about AI, and practice using AI tools to improve communication, research, analysis, planning, brainstorming, and content creation. Approximately 70% of the program is hands-on, with guided exercises that are AI-tool agnostic and can be completed using free versions of widely available AI platforms.

At the end of this course, participants will be able to:

- Explain what Artificial Intelligence is in simple workplace terms
- Differentiate between AI realities and common misconceptions
- Identify practical workplace applications of AI
- Write clear and effective prompts to generate better AI outputs
- Use AI tools to improve productivity in communication, planning, analysis, and content creation
- Evaluate AI-generated outputs critically for accuracy and quality
- Apply ethical and responsible AI practices in the workplace
- Create a simple personal action plan for integrating AI into daily work

Course Outline:

- Module 1 — Understanding AI and Dispelling Misconceptions
 - What is AI
 - Common AI Misconceptions
 - Strengths and Limitations of AI
 - Workplace Applications of AI



- Activity – AI or Human?
- Module 2 — Foundations of Effective AI Usage
 - Fundamentals of Prompting
 - CLEAR Prompt Framework
 - Prompting Demonstration
- Hands-On Lab 1 – Prompting Fundamentals
 - Exercise 1 – Improving Bad Prompts
 - Exercise 2 – AI Conversation Technique
 - Exercise 3 – Prompt Relay Challenge
- Hands-On Lab 2 – AI for Everyday Office Productivity
 - Exercise 4 – Email and Communication Productivity
 - Exercise 5 – Meeting and Documentation Support
 - Exercise 6 – Brainstorming and Idea Generation
 - Exercise 7 – Planning and Organization
- Hands-On Lab 3 – AI for Communications, Research, and Analysis
 - Exercise 8 – Research Assistant Simulation
 - Exercise 9 – Data Interpretation Practice
 - Exercise 10 – Presentation and Content Support
- Module 3 — Ethical and Responsible Use of AI
 - Ethical Use of AI
 - Data Privacy and Confidentiality
 - AI Bias and Inaccuracies
 - Organizational Guidelines
 - Activity – Is this safe to upload?
- Capstone Activity – apply all learning into an integrated simulation

Course Duration

- 1 day – Face-to-face



Target Audience:

- Office Personnel from any department who want to leverage AI for their work

Course Requirements

- Participants should have a laptop with internet access and an AI Tool Installed (e.g., ChatGPT, Google Gemini, Microsoft Copilot, Claude, etc.).

Upcoming Events

Oct 30

9:00 am – 5:00 pm

Fundamentals of Artificial Intelligence for Workplace Productivity

Jan 22

9:00 am – 5:00 pm

Fundamentals of Artificial Intelligence for Workplace Productivity

Mar 19

9:00 am – 5:00 pm

Fundamentals of Artificial Intelligence for Workplace



Productivity

May 28

9:00 am – 5:00 pm

Fundamentals of Artificial Intelligence for Workplace Productivity

Jul 30

9:00 am – 5:00 pm

Fundamentals of Artificial Intelligence for Workplace Productivity

[View Calendar](#)