



WorkingSm@rt[®] using AI

For a Better Way to Work
Business Professionals

Who Should Attend:

Business Professionals looking to enhance their efficiency and effectiveness through the integration of AI tools in their daily operations. This workshop is exploring three main AI tools: ChatGPT, Gemini, and Microsoft Copilot.

Format:

- Half day virtual instructor-led session

Tools Provided:

- Ongoing support through a responsive AI chat resource to reinforce learning
- Comprehensive Learning Guide
- Enrollment in our monthly LearningLink e-newsletter

Related Training:

- WorkingSm@rt using Outlook
- WorkingSm@rt using Microsoft Teams
- WorkingSm@rt using OneNote
- WorkingSm@rt in Meetings

Leveraging AI for a Better Way to Work

This workshop is designed to empower business professionals with the knowledge and tools to integrate AI into their daily workflows. Participants will explore the capabilities of AI tools like ChatGPT, Gemini, and Microsoft Copilot, learning how to automate routine tasks, enhance communication, and streamline their processes.

Outcome:

By the end of this workshop, participants will be equipped with practical knowledge and skills to leverage AI tools, improving their processes and staying ahead in the rapidly evolving landscape of AI in business.



A Better Way To Work

Priority Management

Email: customer_service@prioritymanagement.com

Web: www.prioritymanagement.com

Detailed Synopsis:

WorkingSm@rt using AI for a Better Way to Work: Business Professionals

Unit 1: Understanding the Fundamentals and Future of Generative AI

- Develop a basic understanding of generative AI.
- Recognize AI capabilities and limitations.
- Overview of the Big Three (ChatGPT, Gemini, Copilot).
- Identify ethics and data privacy considerations when using AI.

Unit 2: Leveraging AI tools

- Navigate the overwhelming number of AI tools available today.
- Discover best practices using AI, including prompt engineering and refinement.
- Identify strategies for adapting AI as the technology evolves.

Unit 3: A Day in the Life

- Managing Email Overload & Daily Priorities
- Creating Email Summaries
- Turning Emails into Collaborative Meetings
- Running an Effective Meeting with Real-Time AI Feedback
- Extracting Post-Meeting AI Notes & Assigning Action Items

Unit 4: Advanced SkillPath GPT Application

- Completing Data Analysis in Excel
- Creating Documents in Word
- Building Slide Decks in PowerPoint
- Following Through on Action Items
- Exploring SkillPath AI tool for personalized skill and career development.



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