Using AI for Workplace Productivity

Your daily to-do list can keep you bogged down I prevent you from focusing on the critical, creative, and strategic work that matters most. AI presents a powerful solution, but it's moving fast and hard to know where to start.

This live, virtual workshop can help. It will show you simple ways to leverage AI to collaborate and share information, manage time, automate tasks, keep projects on track, engage customers, streamline workflow, make better decisions and much more.

Examine real-world business examples of AI in action, see practical demonstrations, take part in interactive discussions and learn best practices. You'll leave this course with eye-opening insight and practical strategies that can help you, your team and your organization excel.

Session 1
Understanding AI in the Workplace

- Identify the practical applications of AI in the workplace

- Discuss the impact of AI on business dynamics

- Describe how AI transforms productivity and efficiency

- Analyze real-world examples of AI in corporate settings

Session 2
Integrating AI Into Daily Workflows

- Discuss strategies for identifying tasks suitable for AI

- Understand how to select the appropriate AI tools

- Review guidelines for aligning AI tools with organizational goals

- Describe best practices for adding AI into team collaboration

Session 3
Maximizing Productivity With AI

- Learn how to automate repetitive tasks using AI-powered tools

- Discuss ways to customize AI tools to personalize work processes

- Understand how to use AI for continuous improvement

- Identify ways to save time by embracing AI as a collaborative partner

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