Personal and Operational Productivity with AI Training

Duration: **1 Day**

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Artificial Intelligence is becoming a powerful workplace assistant that can reduce operational workload and help employees complete everyday tasks faster and more systematically. From email and meeting management to document analysis, Excel tasks and data interpretation, many activities can be made more efficient with AI assistance.

The **Personal and Operational Productivity with AI** training program helps Head Office employees identify repetitive and time-consuming tasks in their daily workflows and learn how to use AI effectively to improve personal and operational productivity.

Who Should Attend

Head Office Employees

What You Will Learn

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

- Identify everyday tasks that can benefit from AI assistance.
- Apply a Human + AI working model.
- Use AI for emails, meetings and action tracking.
- Analyze long reports and documents with AI.
- Extract meaningful insights from data, Excel tables and charts.
- Design a personal AI work assistant tailored to their role.

Training Outline

Module 1 — A New Way of Working with AI

- The AI assistant approach
- Human + AI collaboration model
- Identifying repetitive and time-consuming tasks
- Which tasks can be supported by AI and which require human oversight?
- Identifying personal productivity opportunities with AI

Module 2 — AI for Communication and Meetings

- Drafting and improving professional emails
- Simplifying and improving business communications
- Preparing meeting agendas
- Summarizing meeting notes
- Extracting decisions and action items
- Tracking actions and preparing follow-up communications

Module 3 — AI for Document Management

- Analyzing long reports efficiently

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- Comparing documents and texts
- Creating executive and employee-focused summaries
- Extracting key information from documents
- Finding specific insights and information within long content

Module 4 — AI for Data and Analysis

- Using AI to support Excel-related tasks
- Interpreting tables and datasets
- Analyzing charts and visual information
- Identifying trends and changes
- Extracting key findings and insights from data
- Converting analytical findings into management-ready language

Module 5 — Building a Personal AI Assistant

Participants analyze their daily responsibilities and working routines to design a**personal AI work assistant** tailored to their role.

They define which tasks should be supported by AI, what inputs should be provided, how expected outputs should be structured, and where human review and decision-making should remain essential.

Workshop — “My AI Work Assistant”

Participants select time-consuming tasks from their daily workflows and redesign how these activities could be completed more efficiently with AI.

By the end of the workshop, each participant will have developed a reusable**personal AI productivity model** that can be adapted to their daily work.