



# WorkingSm@rt<sup>®</sup> using AI

For a Better Way to Work  
Business Professionals

## 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.

### 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:

- 1 x half day, instructor-led online session

### What's Included

- Ongoing support through a responsive AI chat resource to reinforce learning
- Comprehensive Learning Guide
- LearningLink: Our monthly productivity e-newsletter to keep you updated.

### Key benefits include:

- Streamlining daily workflows by automating routine tasks with AI tools like ChatGPT, Gemini, and Microsoft Copilot.
- Enhancing communication efficiency by managing email overload and turning emails into collaborative meetings.
- Leveraging AI for advanced tasks such as data analysis, document creation, and presentation building

### This course will help you:

- Develop a solid understanding of generative AI and its capabilities.
- Navigate and apply AI tools like ChatGPT, Gemini, and Microsoft Copilot to automate tasks.
- Manage email overload and prioritise tasks more effectively with AI support.
- Enhance productivity by using AI to generate summaries, create documents, and analyse data.
- Stay ahead of evolving AI technology by learning best practices for integration and adaptation.

### Related Training:

- WorkingSm@rt with Microsoft Outlook
- WorkingSm@rt with Microsoft Teams
- AI in Excel using ChatGPT & Copilot

**Priority Management Training**  
Email: [Info@PriorityManagementTraining.ie](mailto:Info@PriorityManagementTraining.ie)  
Tel: +353 (0)1 584 6376  
Web: [www.prioritymanagementtraining.ie](http://www.prioritymanagementtraining.ie)

# Synopsis:

## Unlock the power of AI to work smarter, not harder.

- Are you overwhelmed by the number of AI tools available but unsure how to use them?
- Do you wish you could enhance your communication and collaboration using AI tools?
- Are you having trouble keeping up with the demands of your daily tasks?
- Do you struggle to manage your email overload effectively?
- Have you struggled to find ways to automate routine tasks and save time?
- Do you feel that integrating AI into your daily work processes could help you stay competitive in your field?
- Are you spending too much time creating documents, presentations, or reports manually?

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.

### 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.



## WorkingSm@rt<sup>®</sup> using AI

For a Better Way to Work  
Business Professionals

### 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.

*Priority*<sup>®</sup>

A Better Way To Work

**Priority Management Training**  
Email: [Info@PriorityManagementTraining.ie](mailto:Info@PriorityManagementTraining.ie)  
Tel: +353 (0)1 584 6376  
Web: [www.prioritymanagementtraining.ie](http://www.prioritymanagementtraining.ie)