THE IN-HOUSE TRAINING COMPANY

Unlocking AI Potential for Business Success
A 3-hour webinar

Transform Your Productivity, Creativity, and Efficiency with AI

This training provides a practical introduction to leveraging AI—particularly tools like ChatGPT—to improve efficiency, productivity, and decision-making in a business context. Participants will explore how AI can be used across a range of managerial tasks, with a focus on tangible outcomes.

Learning objectives
- Identify the top AI tools and practical business applications.
- Leverage AI to enhance creativity and significantly boost personal productivity.
- Use AI for efficient research, analysis, and decision-making.

Agenda

1   Welcome and scene-setter
- Quickfire Icebreaker: "Which repetitive tasks drain your time?"
- Clarify learning goals and objectives.
- Brief overview: AI's transformational role in today's business landscape.
- Important considerations: Ethical standards and security best practices.

2   AI in Action: Essential Business Tools
- Interactive Demo: Practical tasks using ChatGPT, Co-Pilot, and Gemini.
- Real-world prompts to rephrase, edit, or enhance business communications.
- Exploration: Specialist AI apps for PowerPoint, graphics, video, and audio.
- Hands-On Exercise: In breakout groups, apply AI to streamline a common business task.

3   Practical AI Applications: Live Demonstration & Group Review
Participants explore AI-driven techniques to:
- Rapidly draft professional emails, meeting agendas, and document summaries.
- Effectively prepare for critical meetings, briefings, and negotiations.
- Write, edit, and refine impactful reports and business summaries.
- Quickly summarise and visualise complex spreadsheet data.
- Engage AI as a personal coach, mentor, or role-play partner.
- Conduct fast, accurate research and insightful data-driven decision-making.

BREAK

4   Mastering Prompt Techniques for Immediate Impact
- Role-Based Prompts: Adopt the right perspective for targeted outcomes.
- Instructional Prompts: Guide AI step-by-step to precision results.
- Format-Specific Prompts: Structure clear, focused outputs.
- Comparative Prompts: Perform insightful comparisons and analysis.
- Scenario-Based Prompts: Simulate real-life situations for proactive planning.
- Checklist/Framework Prompts: Create structured reminders and comprehensive recall.
- Creative Generation Prompts: Spark innovation and ideation.
- Rewrite & Refine Prompts: Enhance clarity and effectiveness of written communications.
- Summarisation Prompts: Condense information clearly and succinctly.
- Prompt Chaining: Develop progressive, conversational interactions for deeper insights.

Participants will actively practice and discuss these prompt methods.

5   Workshop Wrap-Up
- Key takeaways and actionable steps.
- Next steps for continued learning and application.

Post-Workshop Toolkit:

    Participants will receive:

- Interactive digital workbook with resource links.
- Collection of high-impact AI prompts.
- Easy-reference "Prompting Cheat Sheet."
- AI Tool Setup Checklist to get started immediately.

Unlock the future today—transform your workflow with AI.