

USING AI TO INCREASE PRODUCTIVITY AND EFFICIENCY AT WORK

Duration: 1 day (7h)

Dates: on demand

Price general public: EUR 990/pers. (no VAT)

Price in-house: on demand (4-12 pers.)

OVERVIEW

Equip participants with practical knowledge and hands-on experience to leverage AI for everyday work tasks, improving productivity, quality, and strategic focus.

The training provides participants with an understanding of which tool is effective for specific work requirements. It demystifies key concepts, gives a better perspective of current trends and business applications. The training clarifies AI myths vs. realities and the wide array of opportunities that AI applications have across functions (HR, marketing, operations, finance).

The course guides participants on how to automate repetitive tasks and enhance collaboration and communication touching on personal productivity systems using AI with case studies and real-world applications.

LEARNING OBJECTIVES

- Understand the role of AI in modern workplaces
- Identify opportunities to integrate AI into daily workflows
- Use AI tools to streamline communication, research, and content creation
- Apply effective prompting techniques for better results
- Enhance decision-making through AI-supported insights
- Recognize ethical considerations and limitations of AI.
- Data privacy and confidentiality
- Bias and accuracy considerations
- Responsible AI usage in organizations
- Setting boundaries and governance.
- Practical AI use cases tailored to their role
- Ready-to-use prompts and templates
- Increased confidence in using AI tools

AUDIENCE & PRE-REQUISITES

- Front-line managers looking to professionalise their management practices, with no prerequisites



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PROGRAMME

- Introduction to AI in the Workplace.
- AI for writing, emails, and reports
- AI for research and summarization
- AI for presentations and data handling
- Demonstration of widely used tools (e.g., ChatGPT, Copilot, etc.)
- Principles of effective prompting
- Structuring requests for clarity and precision
- Iterating and refining AI outputs
- Hands-on exercises
- What AI can and cannot do in a professional setting
- Understanding generative AI vs. traditional automation
- Where professionals lose time today—and where AI fits in
- Shifting from “task-doer” to “AI-augmented professional”
- Interactive exercise: Time Audit Exercise
- Using for case clusters

METHODS & EVALUATION

Rich and flexible training design: theoretical input, discussions, reflection and sharing of experience, role-plays and simulations, practical exercises.

Evaluation of training impact:

- Short-term impact: at the end of the training
- Long-term impact: 3 months after the training

Evaluation of acquired knowledge:

- Self-evaluation with a skills inventory
- Questionnaire at the end of the training

Certificate: EUROBOGEN certificate of participation

OTHER RELATED TRAINING

- Microsoft Tools
- Raising personal and professional effectiveness.
- Remote team management

CONTACT US!

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