PROGRAMME 01

AI for Workplace Productivity

Strengthen your digital confidence. Deliver work with greater impact.

YOUR PROFESSIONAL ADVANTAGE

Create reusable workflows for business writing, analysis and presentations, while retaining ownership of quality and judgement.

WHO IT IS FOR

Professionals who want to move beyond occasional AI use and develop a dependable approach to everyday business tasks.

TYPICAL FORMAT / 6 hours + group practice clinic

01 Prompt with precision

Structure briefs around audience, purpose, evidence and output standards.

02 Improve everyday delivery

Apply AI to correspondence, meeting actions and management updates.

03 Challenge the output

Test assumptions, verify information and recognise when a result needs reworking.

04 Make the skill transferable

Build an approach you can adapt across tasks, roles and approved tools.

Build evidence of your capability

Produce a management update from a fictional brief and dataset. Refine it through feedback, then explain the checks behind your final version.

YOU LEAVE WITH

- A practical AI workflow toolkit
- A reviewed business deliverable
- An output-quality checklist
- A personal productivity action plan

No coding required. Bring a laptop; tool access and requirements are confirmed before enrolment.

Request upcoming dates and enrolment details.

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