

Artificial Intelligence and Productivity Seminar

Duration: 6 Hours

Objective:

Provide participants with the basic knowledge necessary to use artificial intelligence tools to improve productivity, effectiveness in communication, and content creation in their daily work.

Enhancing Efficiency and Productivity of Workers

In a world where technology is advancing by leaps and bounds, artificial intelligence (AI) has become an indispensable tool for improving efficiency and effectiveness in the workplace. This six-hour seminar is designed to provide participants with the essential knowledge and practical skills necessary to fully harness the capabilities of AI.

Why is AI Important?

AI is not just a passing trend; it is a technological revolution that is transforming the way we work and live. From automating repetitive tasks to generating creative content, AI can take on a variety of roles that traditionally required a significant amount of time and human resources. In the professional context, this means freeing up workers from routine tasks, allowing them to focus on higher-value activities that require human judgment and creativity.

Seminar Content

1. Introduction to Artificial Intelligence and Its Current Relevance

- What is Artificial Intelligence? Key concepts explained accessibly.
- AI as a competitive tool: Why AI is already the present.

2. Creating and Using Prompts for Productivity

- Techniques for crafting prompts to achieve optimal AI results.
- The CPLE Method for Advanced Prompt Creation.
- Advanced Prompt Structuring using the "Cups and Layers" technique.

3. The Importance of Creating GPTs for Productivity

- The significance of GPTs as strategic directors or specialised operators.
- Types of GPTs: Contextual GPTs and Execution GPTs.
- Advanced GPT creation and structuring to maximise efficiency as strategic directors or specialised operators.

4. Creating Presentations with AI

- Introduction to Gamma and Canva
- Designing effective and visually appealing presentations
- Practical examples and interactive exercises