

# **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. Working with Documents, Data, and Presentations through AI

- How AI can transform information, ideas, and datasets into structured and visually coherent materials.
- Intelligent summarisation, data extraction, and generation of professional reports or presentations.
- Advanced interaction with AI for document editing, collaborative writing, and visual storytelling.
- Designing AI-assisted presentations and dashboards that communicate data effectively.