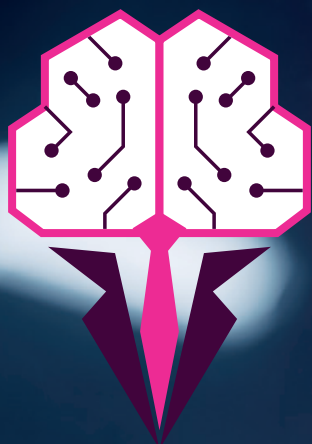




APPLIED AI @WORK

MAKING AI YOUR PERSONAL
PRODUCTIVITY PARTNER



LASTING IMPACT

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INTRODUCTION

Applied AI@Work is an immersive program designed to help professionals across all industries turn AI from a buzzword into a powerful productivity partner. Participants explore how to apply tools like ChatGPT, Claude, Perplexity, PDF.ai, and Excel Copilot to their everyday work. The program blends hands-on labs, simulation challenges, and workflow design to ensure participants leave with both the confidence and the tools to put AI into action responsibly and effectively.



LEARNING OBJECTIVES

- 🧠 Identify everyday tasks where AI can save time and improve outcomes.
- 🧠 Apply prompt engineering techniques to refine AI inputs and outputs.
- 🧠 Use AI tools to write, edit, research, summarize, and analyze data.
- 🧠 Design a personal AI workflow map supported by a role-relevant prompt playbook.
- 🧠 Apply ethical practices and validation when using AI in workplace tasks.



EXPECTED OUTCOMES

- 🧠 Confidence in using multiple AI tools effectively.
- 🧠 Increased productivity in reporting, research, communication, and data tasks.
- 🧠 A personal prompt playbook and an AI-augmented workflow map.
- 🧠 A 30-day habit plan to sustain AI practices beyond the training.
- 🧠 A deeper understanding of ethical AI use and human validation.



TARGET AUDIENCE

This program is for professionals at all levels who want to use AI in their daily work, including:

- 🧠 Managers and team leaders seeking efficiency and innovation.
- 🧠 Analysts and coordinators working with data and documents.
- 🧠 Client-facing staff handling communication and reporting.
- 🧠 Individuals seeking to future-proof their careers with digital fluency.



KEY LEARNING ELEMENTS

Day 1 - AI Foundations & Prompting Mastery



AI in the Workplace: Concepts, Ethics & Awareness

-  Define AI, machine learning, and large language models.
-  Explore real-world industry applications.
-  Apply workplace ethical guardrails and validation practices.



Crafting Effective Prompts for Real-World Results

-  Learn fundamentals of clarity, specificity, and context.
-  Practice iterative refinement through multi-turn prompting.
-  Hands-On Prompt Lab



ChatGPT for Professionals

-  Explore real use cases (emails, reports, meeting notes).
-  Apply custom instructions and workflows.
-  Develop reusable prompt templates for consistency.



Capstone Challenge - Prompting Showdown

-  Teams compete to solve a scenario using different prompting strategies.

Day 2 - Cross-Functional Applications & Workflow Integration



Task-Based Applications For the Workplace

-  Writing & editing tasks, communication & messaging, research, and document summarization.



Exploring the AI Tool Stack Beyond ChatGPT

-  Tools Carousel: Claude, Perplexity, PDF.ai, and Excel Copilot.
-  Guided exercises to solve distinct business challenges.



Simulation Labs - Using AI in Context

-  Response email drafting, client report summarization, policy/regulation research, SOP analysis.
-  Rotate roles as user, peer reviewer, and AI validator.



Building Your Personal AI Workflow Toolkit

-  Map role-relevant tasks with AI integration.
-  Develop a prompt playbook with 3 reusable prompts.
-  Create an AI-augmented workflow map with checkpoints for validation.
-  Wrap-up: -30Day AI Habit Plan and peer toolkit showcase.



Capstone Challenge - AI Workflow Design Lab

-  Design and present a role-relevant AI workflow.
-  Peer and facilitator feedback with debrief on employability and responsible AI.



LABS & ACTIVITIES

- 🧠 Hands-On Prompt Lab
- 🧠 Prompting Showdown (team-based competitive challenge).
- 🧠 Tool Demo Carousel (guided use of Claude, Perplexity, PDF.ai, Excel Copilot).
- 🧠 Simulation Labs (email drafting, report summarization, research, SOP analysis).
- 🧠 AI Workflow Design Lab



DIGITAL ARTIFACTS

- 🧠 **Prompt Playbook:** Role-specific, reusable prompts.
- 🧠 **AI Workflow Map:** Personalized workflow design for daily tasks.
- 🧠 **30-Day AI Habit Plan:** Structured action plan for continued practice and sustained development.
- 🧠 **Toolkit Showcase Deck:** Peer-shared strategies and workflows.
- 🧠 **Ethical AI Guide:** Guardrails for responsible application.



VALUE TO THE ORGANIZATION

- Boosts operational efficiency through AI-augmented productivity.
- Cross-functional skill building without requiring technical expertise.
- Embeds responsible AI use into daily workflows.
- Enhances communication, research, and reporting quality.



USE CASES

- Summarizing lengthy reports, SOPs, or client documents.
- Drafting professional emails, memos, and presentations.
- Conducting AI-supported market and policy research.
- Extracting insights from compliance and regulatory texts.
- Automating Excel reporting and dashboard generation.
- Generating structured responses for stakeholders.



ESSENTIAL LEARNING CAPABILITIES

- Digital Fluency
- Written Communication
- Analytical Thinking
- Information Processing
- Time Management & Efficiency
- Adaptability & Innovation
- Ethical AI Use

