Mastering AI Tools for Professional and Administrative Tasks

London (UK)

3 - 7 November 2025

Mastering AI Tools for Professional and Administrative Tasks

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Introduction

 In today's rapidly evolving professional landscape, artificial intelligence is no longer just a futuristic concept it has become an essential tool that empowers professionals to work smarter, faster, and more creatively. From drafting contracts and preparing presentations to managing schedules and communications, AI can transform how we approach everyday tasks and strategic projects alike.

This comprehensive course, Mastering AI Tools for Professional and Administrative Tasks, is designed to equip you with the practical skills and knowledge needed to seamlessly integrate AI into your daily work. Through hands-on activities and real-world applications, you will discover how to leverage cutting-edge AI tools to elevate your productivity, improve the quality of your outputs, and gain a competitive advantage in your field.

Course Objectives:

- Understand the fundamentals and applications of artificial intelligence in the workplace.
- Use AI to prepare presentations and professional documents.
- Generate and review contracts using AI tools.
- Organize tasks, schedules, and follow-ups with AI-powered assistants.
- Discover the best and most effective AI tools for each professional domain.

Course Outline

Day 1: Introduction to Artificial Intelligence and Its Role in the Workplace

- What is AI? Understanding the basics and its evolution.
- The difference between traditional and generative AI.
- Ethical use, data privacy, and safety considerations.
- Use cases of AI in office environments.
- Top AI Tools:

o ChatGPT, Claude, Notion AI, Microsoft Copilot, Google Gemini

Day 2: Writing Effective AI Prompts Prompt Engineering

- How to write precise and efficient prompts.
- Structuring prompts for summaries, emails, reports, and creative content.
- Troubleshooting and refining AI-generated outputs.
- Practical techniques to guide AI to generate optimal responses.
- Recommended Tools for Practice:

o Poe.com, TypingMind, ChatGPT Playground

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Day 3: Creating Professional Presentations Using AI

- Automating content generation for slides.
- AI-powered slide formatting and design.
- Generating visual elements, diagrams, and data visuals.
- Hands-on activity: Build a full presentation with AI.
- Top Presentation Tools:

o Beautiful.ai, Tome, Gamma, Canva + Magic Write

Day 4: Drafting Contracts and Official Documents with AI

- Legal AI tools: Their role and limitations.
- How to generate contracts using AI e.g., service, consultancy, NDA.
- Ensuring legal accuracy and reviewing outputs.
- Hands-on activity: Drafting a service or employment contract.
- Top Tools for Contracts and Documents:

o Spellbook, DoNotPay, Lawrina AI, ChatGPT with legal templates

Day 5: Managing Emails and Professional Correspondence with AI

- Generating replies and composing formal messages.
- Summarizing conversations and email threads.
- Automating status updates, meeting invites, and report writing.
- Best AI Tools for Communication:

o Superhuman, Gmail Smart Compose, Missive, Flowrite

Day 6: Task and Schedule Management with AI Assistants

 Smart scheduling and calendar prioritization.
 AI-assisted time management and meeting automation.
 Setting up reminders and automatic follow-ups.
 Connecting AI with productivity systems.
 Top AI Tools for Time Management:
o Motion, Reclaim.ai, x.ai, Notion + AI, Trello AI

Day 7: Integration and Customization - Making AI Part of Your Daily Workflow

 Choosing the right tools for your role and industry.
 Building a daily AI-powered workflow from morning to evening.
 When to rely on AI and when human judgment is essential.
 Future trends: AI agents, predictive AI, and real-time co-pilots.
 Final Project: Design a real-world workflow or task using multiple AI tools.
 Recommended Integration & Automation Tools:
o Zapier, Otter.ai, Fireflies.ai, Microsoft Power BI + Copilot

Why Attend This Course: Benefits

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- Develop hands-on skills that significantly enhance your productivity and efficiency.
- Learn to automate and simplify professional and administrative tasks using cutting-edge AI tools.
- Improve the quality and impact of your documents, presentations, and communications.
- Strengthen your decision-making abilities through AI-driven insights and recommendations.
- Save time and reduce manual workload, enabling you to focus on strategic priorities.
- Gain a competitive edge by adopting advanced technologies shaping the modern workplace.
- Build the confidence and expertise to select and customize the right AI solutions for your role and industry.

Conclusion

By the end of this course, participants will have a comprehensive and practical understanding of how to integrate AI into various professional and administrative tasks. They will gain the skills and confidence needed to design more efficient, flexible, and innovative workflows. With these capabilities, participants will enhance their individual and organizational performance, positioning themselves as forward-thinking professionals ready to thrive in an AI-driven future.

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