



Administration and Office Efficiency

Using AI For effective Office Management

Course Introduction

In today's fast-paced workplace, office administrators are expected to handle multiple tasks while maintaining efficiency and precision. This training course empowers office administrators to harness the power of generative AI tools, streamlining workflows and enhancing their professional impact. Participants will gain practical insights into leveraging AI for document creation, presentations, and creative content, ensuring their work remains high-quality and aligned with modern workplace demands.

Office Administrators

Designed specifically for office administrators, this hands-on course dives into how generative AI can transform routine tasks and boost productivity. From drafting polished documents to generating visually appealing presentations and managing daily workflows, participants will learn actionable techniques to simplify complex processes. By the end of the workshop, attendees will have the confidence and skills to integrate AI-driven solutions into their administrative toolkit, making their roles more efficient and impactful.

This course is designed to empower office professionals with the knowledge and tools needed to leverage Artificial Intelligence (AI) to streamline workflows, optimize productivity, and enhance decision-making. Participants will gain a clear understanding of how AI can be integrated into everyday office management tasks, including scheduling, communication, data analysis, and document management. By the end of the course, attendees will be equipped to make informed decisions about AI tools and apply them effectively in their roles.

Target Audience

- Office Administrators and Administrative Professionals
- Team Coordinators and Support Staff
- Aspiring AI Users

Learning Objectives

- Interpret the fundamentals of AI and its application in office management.
- Identify and utilize AI tools for automating repetitive administrative tasks.
- Enhance communication, scheduling, and workflow management using AI-powered platforms.
- Analyze data and generate insights using AI-driven tools.
- Manage digital documents and improve organization through AI technologies.
- Deploy and manage AI agents to streamline workflows, automate document processing, and handle repetitive tasks efficiently.
- Utilize advanced prompt engineering techniques, including chain-of-thought, few-shot learning, and role-based prompts, to optimize AI-generated responses and outputs.

Course Outline

- **01 Day One**

- Understanding Generative AI in office management**

- Exploring the basics of generative AI
 - How generative AI benefits administrative work
 - Benefits and limitations of AI in administrative tasks

- Various Generative AI Tools**

- Overview of generative AI applications for administrative functions
 - Discovering the relevance of generative AI in administrative tasks

- **02 Day Two**

Enhancing Office Productivity with Generative AI Tools

- Leveraging generative AI to improve administrative efficiency

AI-Powered Task Automation

- Automating repetitive tasks: scheduling, reminders, and follow-ups.
- Tools like chatbots for customer service and internal queries.
- AI-driven task delegation and progress tracking.

Enhancing Office Productivity with Generative AI Tools

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• 03 Day Three

Applications of Generative AI in Administrative Work

- Using GPT-4.0 for automated text generation in administrative tasks
- Harnessing AI for generating various administrative documents and reports
- Creating polished administrative documents and presentations with AI assistance
- Simplifying administrative processes through AI automation

Smart Scheduling and Calendar Management

- AI tools for scheduling meetings and optimizing time.
- Integrating smart assistants like Google Assistant and Alexa.
- Avoiding scheduling conflicts and maximizing productivity

• 04 Day Four

Data Management and Analysis

- AI tools for organizing and analyzing data (e.g., Excel's AI features, Tableau, Power BI).
- Extracting actionable insights from data.
- Using predictive analytics for planning and decision-making.

Enhancing Communication with AI

- AI-driven email management and prioritization (e.g., Gmail's Smart Compose).
- Speech-to-text tools for faster communication.
- Improving collaboration with AI-powered platforms like Microsoft Teams and Slack.

• 05 Day Five

Document Management and Content Creation

- Automating document creation, editing, and formatting.
- Using AI tools for summarizing, proofreading, and translation (e.g., Grammarly, ChatGPT).
- Managing and retrieving digital documents with AI-powered search features.

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 16, 2025	June 20, 2025	5 days	4250.00 \$	UAE - Abu Dhabi
Sept. 15, 2025	Sept. 19, 2025	5 days	4250.00 \$	UAE - Dubai
Dec. 15, 2025	Dec. 19, 2025	5 days	4950.00 \$	Thailand - Bangkok