



Course Title: AI Workplace Productivity Masterclass	Course Duration: 1.0 Day
Exam: Not Included	Exam Type: Classroom Exam
Qualification: Certificate of Completion – AI Workplace Productivity	

Course Syllabus

1. Introduction to AI
2. Weak AI vs Strong AI
3. History of AI
4. ChatBots
5. Copilot standalone
6. Copilot with Teams
7. Copilot with Edge
8. Copilot with PowerPoint
9. Copilot with Word
10. ChatGPT standalone
11. ChatGPT within PowerPoint
12. ChatGPT with Excel
13. Free AI tools

Course Overview

This masterclass teaches professionals how to harness AI technologies to optimize workflows, automate repetitive tasks, enhance communication, and improve overall workplace efficiency. Learners gain practical experience with popular AI productivity tools and learn strategies to integrate AI into daily work routines effectively.

Course Learning Outcomes

By the end of this course, learners will be able to identify tasks that can be automated using AI tools, implement AI solutions to streamline workflows, enhance communication and collaboration with AI-powered tools, analyze data insights to make informed decisions, and apply best practices to increase productivity across individual and team workflows. These skills enable professionals to work smarter, reduce manual effort, and embrace AI-driven efficiency in the workplace.

Audience

Office professionals, team leaders, managers, knowledge workers, and anyone seeking to leverage AI for productivity improvement

Entry-Level Requirements



Basic computer skills and familiarity with workplace productivity tools (e.g., Office 365, Google Workspace)

Recommended Reading

Microsoft AI resources: AI in the Workplace

What's Included

Instructor-led sessions, practical exercises and course slides

Exam Information

This course includes an internal **assessment and practical project** to evaluate the learner's ability to apply AI tools to workplace tasks. There is no official Microsoft/Google certification tied to this course, but successful completion demonstrates applied AI productivity skills and is ideal for career development and internal recognition.

What's Next

After this course, learners can explore advanced AI productivity workshops, AI automation certifications, or specialized AI integration courses for tools like Power Automate, ChatGPT, or Google AI Workspace tools.

Additional Information

Prerequisites

A working knowledge of Microsoft Office Applications is assumed, gained from the workplace or by prior attendance on an IT course.