

Course Name : AI FOR EVERYDAY PRODUCTIVITY
Duration : 2 Days (Physical Classroom / Virtual Live Instructor)
Skill Level : Beginner to Intermediate

COURSE DESCRIPTION:

This AI for Everyday Productivity (2-Day Hands-On) course is designed to equip participants with practical skills to use today's leading AI tools for everyday productivity. Through a practical, hands-on approach, participants will learn how to use ChatGPT, Google Gemini, Perplexity, NotebookLM, Claude, Canva AI, and Google Flow for writing, documentation, ideation, research, presentations, and creative content.

The course introduces effective prompting techniques and practical AI workflows for daily work. Participants will explore AI-assisted research with citations, document analysis, AI agents, presentation creation, and short AI-generated video creation. The programme is suitable for a mixed group of beginners to intermediate users across departments.

The training uses short demonstrations followed by guided hands-on practice. Participants will complete practical challenges and a final project that combines at least three AI tools into one practical deliverable. Responsible AI practices, including reviewing and verifying AI output and protecting confidential or personal data, are also covered.

WHAT WILL YOU LEARN?

By the end of this course, participants will be able to:

- Write effective prompts using a simple, repeatable framework.
- Use ChatGPT for documentation and ideation.
- Use Google Gemini as a general-purpose daily assistant.
- Research with citations using Perplexity and analyse their own documents with NotebookLM.
- Use Claude for AI agents, documentation, and research.
- Create presentations with Canva AI and short videos with Google Flow.
- Verify AI output and know when, and when not, to rely on it.

PREREQUISITE:

Beginners to intermediate users. No prior AI or programming experience is required. Basic computer and internet skills are sufficient. Participants should bring their own laptops.

METHODOLOGY:

This program will be conducted with short demonstrations, guided hands-on practice, discussions, practical challenges, and a final project. The course can be conducted as instructor-led training (ILT) or virtual instructor-led training (VILT).

TARGET PARTICIPANTS:

- Beginners who want to learn practical ways to use AI for everyday productivity.
- Intermediate users who want to expand their practical use of modern AI productivity tools.
- Participants from different departments who want to use AI for writing, documentation, and ideation.
- Participants who want to use AI tools for research, citations, and analysis of their own documents.

JOB SCOPE

Upon completion of this course, participants can apply their AI productivity skills in the following roles:

- Administrative Executive / Administrative Officer
- Executive / Business Executive
- Human Resources Executive / HR Officer

MODULE 1: AI FOUNDATIONS & PROMPTING BASICS

- Welcome & Introduction.
- AI Foundations & Prompting Basics.
- Practical introduction to modern AI productivity tools.
- Writing effective prompts using a simple, repeatable framework.
- Hands-on prompt practice.

MODULE 2: AI FOR DOCUMENTATION & IDEATION

- Using ChatGPT for documentation.
- Drafting and improving content.
- AI-assisted ideation and brainstorming.
- Practical documentation and ideation exercises.

MODULE 3: AI AS YOUR DAILY ASSISTANT

- Using Google Gemini as a general-purpose daily assistant.
- Practical AI assistance for everyday tasks.
- Hands-on prompt practice and challenge.

MODULE 4: AI FOR RESEARCH

- AI-assisted research using Perplexity.
- Research with citations.
- Analysing personal documents using NotebookLM.
- Extracting information and insights from documents.

MODULE 5: AI AGENTS, DOCUMENTATION & RESEARCH

- Introduction to AI agents.
- Using Claude for AI agents.
- AI-assisted documentation.
- AI-assisted research.

MODULE 6: AI FOR PRESENTATIONS & VIDEO CREATION

- Creating presentations with Canva AI.
- AI-assisted presentation content and visual creation.
- Creating short AI-generated videos with Google Flow.

FINAL PROJECT: COMBINE THE TOOLS & PRESENT

- Select a practical workplace task.
- Combine any three or more AI tools.
- Create one practical deliverable.
- Present the completed work and explain the AI workflow used.

CONCLUSION

- Wrap-Up, Action Plans & Q&A.
- Personal AI Action Plan.
- Certificates of Completion.