
INTRODUCTION

As AI tools become part of everyday work, the gap between employees who use AI effectively and those who do not is widening quickly. For organisations, this means that AI is no longer just a technology trend — it is becoming an important workplace productivity capability.

ODC's **AI Productivity and Automation Skills Workshop** is a practical one-day, face-to-face course designed to help participants move beyond basic AI use. The workshop equips learners with structured prompting techniques, practical productivity applications and an introduction to simple automation, enabling them to produce more consistent, useful and higher-quality outputs from AI tools.

Through hands-on activities and real workplace scenarios, participants will learn how to apply AI to everyday work tasks such as writing, summarising, research, report preparation, meeting notes, idea generation and workflow improvement. By the end of the workshop, participants will have a stronger AI skillset that they can apply immediately across their roles.

TARGET AUDIENCE

- Professionals across departments who want to improve productivity with AI
- Employees who already have basic AI exposure and want to go further
- Managers and team leaders who want to introduce AI productivity practices to their teams
- Learning and Development teams planning to strengthen AI capability across the workforce
- Organisations looking for a more advanced follow-on course after basic AI literacy training
- Busy professionals who want to use AI to save time, improve work quality and reduce repetitive tasks

Some prior exposure to AI tools would be helpful, but it is not required.

LEARNING OUTCOMES

Upon completing the workshop, learners will be able to :

- Move beyond basic AI use and apply structured prompting techniques
- Use prompting frameworks to generate more consistent and higher-quality AI outputs
- Apply AI to common workplace tasks such as emails, documents, reports and meeting notes
- Use AI for research, summarisation and information processing
- Understand the basics of automation and how AI can support simple workflows
- Explore practical ways to reduce repetitive work through AI-assisted workflows
- Evaluate AI outputs for accuracy, bias, reliability and workplace suitability
- Understand ethical, security and legal considerations when using AI and automation at work
- Build a personal AI productivity system for ongoing workplace application
- Leave with a ready-to-use prompt library and workflow toolkit

WORKSHOP OUTLINE / CONTENT

Module 1: Introduction to Generative AI and Workplace Productivity

- What Generative AI is and how it works
- How AI tools support workplace productivity
- Overview of key AI tools such as ChatGPT, Copilot and other productivity platforms
- Common workplace use cases for AI
- Capabilities and limitations of AI tools

Module 2: Structured Prompting for Better AI Outputs

- Why prompt quality affects AI output quality
- Using role, context, task and constraints in prompts
- Applying examples to guide AI responses
- Structuring prompts for clarity, relevance and consistency
- Refining prompts to improve results

Module 3: Advanced Prompting and Iterative Refinement

- Advanced prompting techniques for complex workplace tasks
- Breaking down tasks into clearer steps
- Iterative refinement to improve AI responses
- Asking AI to compare, critique and improve outputs
- Developing reusable prompt templates for common tasks

Module 4: AI for Workplace Productivity

- Drafting and improving written correspondence
- Preparing documents, reports and summaries
- Generating meeting agendas, notes and follow-up actions
- Supporting brainstorming and idea development
- Enhancing business writing and communication
- Applying AI to real workplace scenarios

Module 5: AI for Research, Summarisation and Information Processing

- Summarising lengthy information into key points
- Extracting action items, decisions and recommendations
- Comparing information across different sources
- Using AI to support research and sense-making
- Checking outputs for accuracy, relevance and reliability

Module 6: Introduction to AI and Automation

- What automation is and why it matters
- How AI supports simple workflow automation
- Examples of repetitive workplace tasks that can be streamlined
- Connecting AI thinking to workflow improvement
- Practical automation examples for everyday work

Module 7: Responsible AI Use, Security and Legal Considerations

- Ethical use of AI in the workplace
- Accuracy, bias and reliability checks
- Responsible and transparent use of AI outputs
- Protecting sensitive company data
- Security considerations when using AI and automation tools
- Legal considerations relating to compliance, data handling and accountability

Module 8: Building a Personal AI and Automation Workflow

- Identifying productivity opportunities in individual roles
- Creating a personal prompt library

- Designing a simple AI-assisted workflow
 - Applying AI to reduce repetitive work
 - Peer and trainer feedback on workflow ideas
 - Personal action planning for workplace application
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WHY CHOOSE THIS COURSE?

- **Practical Expertise:** Hands-on learning approach ensures participants can apply skills immediately.
- **AI-Focused Learning:** Tailored content that prioritizes essential AI integration techniques within Excel.
- **Industry-Relevant Tools:** Learn cutting-edge methods to stay competitive in an evolving digital landscape.
- **Expert Guidance:** Benefit from instructors with extensive experience and practical insights.
- **Future-Proof Skills:** Equip yourself with tools and techniques to boost productivity and stay ahead in a data-driven world.

SYSTEM REQUIREMENTS

1. Participants are required to bring their own laptop for the workshop. The laptop should have Microsoft 365 installed, including Microsoft Excel. Any Microsoft Excel version released after 2009, including Excel 2010 and later versions, would be suitable for the hands-on activities.
2. Participants should also ensure that their laptop is able to connect to the internet (wifi) during the session.