Beyond ChatGPT: Unlocking Safe, Smart, and Scalable Productivity

Boost performance, protect data, and turn every prompt into progress.

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Overview

Generative AI is transforming how professionals think, write, analyze, and communicate. Yet, most employees use it only at a surface level—typing simple prompts and accepting whatever appears on screen.

This two-day, hands-on workshop helps participants move **beyond basic chatbot use** to develop **advanced, safe, and scalable AI skills** for real workplace applications. Through guided demonstrations and interactive exercises, participants will explore the essentials of **AI, Machine Learning, Deep Learning, and Generative AI** in plain, practical language.

They will learn to design structured prompts, apply AI tools like **ChatGPT, Claude, and Perplexity** to automate Excel workflows, generate presentations, and enhance communication—all while following data security and compliance best practices.

The program also includes **AI-powered App for assessments** before and after the workshop to measure progress, along with a **30-day AI Productivity App** that provides daily micro-tasks and learning reinforcements. Together, these ensure measurable growth and sustained skill development.

By the end of the course, participants will be equipped to use AI confidently and responsibly to boost productivity, protect data, and drive innovation in their everyday roles.

Who Should Attend

This workshop is designed for professionals across functions who want to **work smarter with AI—safely and effectively.**

It is ideal for:

- **Non-technical professionals** across departments such as HR, Finance, Marketing, Sales, and Operations
- **Managers and team leads** looking to integrate AI safely into daily workflows
- **Analysts and coordinators** aiming to automate routine reporting and data tasks
- **Employees** seeking to improve productivity while following compliance and data security guidelines

Whether you're exploring AI for the first time or refining your current skills, this program helps you move from **AI curiosity to confident application** in your daily work.

Learning Outcomes

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

- **Understand core AI concepts** — grasp the fundamentals of Artificial Intelligence, Machine Learning, Deep Learning, and Generative AI in clear, practical terms.
- **Explore how AI models think** — understand how large language models (LLMs) are trained, how they generate responses, and what causes errors, bias, or misinformation.
- **Write powerful prompts** — design structured, context-rich prompts that deliver accurate and meaningful results.
- **Use advanced AI tools** — apply the capabilities of ChatGPT, Claude, and Perplexity to real workplace scenarios like writing, analysis, and research.
- **Automate everyday tasks** — create presentations, streamline Excel workflows, and remove repetitive tasks using AI-powered tools.
- **Recognize AI limitations** — know when to trust, verify, or correct AI-generated outputs.
- **Work safely and responsibly** — follow best practices for data privacy, compliance, and safe AI adoption within your organization.
- **Adopt an AI-first productivity mindset** — use Generative AI as a creative and analytical partner to enhance efficiency and innovation.

Program Structure

Duration & Format

2 Days (Total 12 Hours)
 A hands-on, immersive learning experience blending concept clarity with live demonstrations and guided exercises.

- In-person delivery (preferred) or virtual interactive format
- Small-group breakout sessions and real-world case studies
- Focus on safe, compliant, and responsible AI use

Workshop Highlights

Day 1 – Discover & Apply

- Understand AI, ML, DL & Generative AI in plain language
- Master advanced prompting with ChatGPT, Claude & Perplexity
- Create AI-powered presentations using Manus, Canvas & ChatGPT

Day 2 – Create & Secure

- Automate data and Excel workflows with Generative AI tools
- Explore safe and ethical AI use — bias, data privacy & compliance
- Build your personal AI productivity action plan

Extended Learning

Pre & Post AI Assessments

Participants complete a short AI-readiness quiz before and after the workshop to measure progress in:

- Prompt engineering
- Workflow automation
- Responsible AI use

30-Day AI-Powered Productivity App

After the workshop, participants gain access to a guided mobile/web app for:

- Daily AI productivity challenges
- Guided micro-learning tasks
- Real-world case applications and progress tracking

Certification

All participants completing the workshop and post-assessment will receive

Duration & Format

- **2 Full Days (9:30 AM – 4:30 PM)**
- **Mode:** In-person, Instructor-led
- **Format:** Hands-on, case-driven, team-based learning

Contact Information