AI For Everyday Workflows

Training Plan Overview

Segment	Topic	Time	Format
1	**Welcome + Objectives**	3 min	Presentation
2	**Pre-Training Polls (Mentimeter)**	4 min	Interactive
3	**Why AI + Automation Matter**	4 min	Presentation
4	**ChatGPT Demo: Summarizing Feedback**	5 min	Live Demo
5	**Group Prompt Challenge**	10 min	Hands-On Activity
6	**Power Automate Mini-Demo**	6 min	Demo
7	**Post-Training Poll + Reflection**	4 min	Mentimeter + Discussion
8	**AI Limitations + Responsible Use**	4 min	Presentation
9	**Wrap-Up + Q&A**	5 min	Open Discussion