

AI@Work – 5-Session Program (+ Bonus)

Session 1: Understanding AI Fundamentals & Everyday Impact

- *What is AI?*
 - AI Timeline
 - AI vs. traditional programming
 - Demystifying AI terms: Machine Learning, Deep Learning, Neural networks
 - Where AI already shows up in daily life
 - Types of AI - Narrow AI, AGI, GenAI
- *What is Generative AI?*
 - Text, images, video, code generation
 - What is LLM?
 - What is multimodal AI?
 - Generative AI Myth Busters
 - Introduction to Prompt Engineering

✦ Exercise: Spot the AI → Participants list tools they already use that contain AI.

Session 2: Machine Learning, Workplace Tools & AI Ethics

- Types of Machine Learning
 - Supervised
 - Unsupervised
 - Reinforcement Learning
- Testing and Validating ML Models
- Tool Showcase: Microsoft Copilot
 - Microsoft Copilot Deep Dive
 - § Word, Excel, PowerPoint, Outlook, Teams integration
- Top AI tools for professionals
- Top tools across industry segments - Quick Glance
- AI Ethics and Safety

✦ Activity: Survey - AI in Your Workday

What tasks in your role could benefit from AI?

🔧 Which AI tools are already part of your workflow?

💡 What's one challenge you wish AI could solve for you?

Session 3: ML Projects & Mapping AI to Your Daily Work (Personal AI Playbook – Part 1)

- End-To-End Machine Learning Project
 - Look at the big picture
 - Get the Data
 - Explore and Visualize the data to gain Insights
- Framework: Discovering AI Opportunities
 - Questionnaire to map daily tasks
 - Label tasks (repetitive, data-heavy, communication, decision, creative)
- AI as My Assistant

- Drafting, summarization, translation, tone adjustment
- AI as My Research Partner
 - Insights from policies, reports, technical docs
- Personal AI Playbook – Build Steps 1 & 2
 - Task mapping → AI capability matching

✦ Capstone: Create Task → AI Capability Map for your role.

Session 4: ML Projects & Mapping AI to Your Daily Work (Personal AI Playbook – Part 2)

- End-To-End Machine Learning Project (Contd.)
 - Prepare Data for Machine Learning Algorithms
 - Select and Train a Model
 - Fine Tune Your Model
 - Launch , Monitor and Maintain your System
- Personal AI Playbook – Build Steps 3 & 4
 - Narrow down to 3–5 use cases
 - Document tools + benefits

✦ Output: Draft Personal AI Playbook (3–5 use cases).

Session 5: Agentic AI, Custom Copilots & Future-Proofing Careers

- End - To - End ML Project - Recap
- Agentic AI - Introduction to Agentic AI
 - AI Agents - Microsoft Researcher, Microsoft Analyst
 - Custom Copilots & GPTs
- Future Career Opportunities
 - New roles: AI Strategist, AI Adoption Lead, AI Project Manager
 - Upskilling roadmap (courses, certifications, communities)
- Personal AI Playbook – Final Step (Step 5)
 - Complete and polish your Playbook
 - Define “My AI Action Plan”

✦ Final Deliverable: A completed Personal AI Playbook ready to apply in daily work.

Bonus Session: Driving AI Adoption in Your Organization

- Framework for Team-Level AI Adoption
 - Map workflows → Identify pain points → Assign AI “roles” (Analyst, Communicator, Librarian)
- Team-Level AI Playbook
 - Extend personal use cases into team processes
- Draft Manager Proposal
 - Executive summary, current challenges, AI opportunities, pilot plan, success metrics
- Pitch Practice
 - Present Playbook + Proposal as if pitching to your manager

✦ Output: Team AI Playbook (3–5 team use cases) + Manager Proposal Draft.

Final Outcomes

By the end of 5 sessions (+ bonus), participants will be able to:

AI & ML Foundations

- Understand core AI concepts (Narrow AI, AGI, Generative AI) and machine learning basics (supervised,

unsupervised, reinforcement learning).

- Grasp the end-to-end machine learning lifecycle — from data collection and exploration to model training, tuning, deployment, and monitoring.
- Demystify buzzwords like LLMs, multimodal AI, Copilot, and Agentic AI with clear business-relevant examples.

Practical Application

- Identify daily work tasks that can be enhanced by AI and map them into Personal AI Playbooks (3–5 high-value use cases).
- Confidently use AI as an assistant (drafting, summarization, translation, tone adjustment) and AI as a research partner (extracting insights, scanning reports, analyzing policies).
- Evaluate and select the right AI tool (ChatGPT, Microsoft Copilot, or custom GPTs) based on context, effort/impact, and risk/value trade-offs.

Career & Future-Readiness

- Explore emerging roles in the AI economy (AI Strategist, AI Adoption Lead, AI Project Manager).
- Build a personal AI action plan for upskilling, certifications, and practical tool adoption.
- Gain confidence in experimenting with custom Copilots, GPTs, and Agentic AI workflows.

Organizational Impact (Bonus Session)

- Extend individual playbooks into Team AI Playbooks (3–5 team-level use cases).
- Draft and present a Manager Proposal with a pilot plan, success metrics, and adoption roadmap.
- Practice pitching AI adoption to leadership, linking personal productivity to organizational ROI.