

AI at Work: Productivity & Practical Applications

Intermediate Workplace Applications for Smarter and Faster Work

Introduction

Once employees understand the fundamentals of artificial intelligence, the next challenge is to convert that knowledge into measurable improvements in daily work. AI can reduce repetitive effort, accelerate document preparation, improve analysis and help employees manage information more effectively, but productivity gains depend on choosing the right task, using stronger prompts and reviewing outputs systematically.

This two-day intermediate program focuses on practical workplace productivity. Participants will move beyond basic prompting and learn how to structure AI-assisted workflows for writing, analysis, meetings, data, presentations, research and decision support. The program emphasises hands-on application so participants can redesign common work activities and use AI as a practical workplace assistant.

Program Objectives

The objectives of this program are to:

- Develop intermediate prompting skills for complex workplace tasks.
- Apply AI to improve the speed, quality and consistency of daily work.
- Integrate AI into writing, analysis, research, meetings, presentations and data-related workflows.
- Build repeatable AI-assisted work processes while maintaining human review and governance.

Learning Outcomes

By the end of this program, you will be able to:

- Design structured prompts for multi-step workplace tasks.
- Use AI to draft, analyse, compare, summarise and transform business information.
- Apply AI to meetings, reports, presentations, spreadsheets and research workflows.
- Create reusable prompt templates and standard work instructions for recurring tasks.
- Evaluate AI output for accuracy, relevance, confidentiality and decision usefulness.

Who Should Attend

Executives, managers, professionals, analysts, HR practitioners, administrators and employees who already understand basic AI use and want to achieve higher workplace productivity.

Methodology

Slides, demonstration, hands-on practical, guided exercises, case study, group discussion, workflow redesign and problem-based learning.

Program Outline

Day 1: Building Stronger AI Productivity Skills
M1: From Basic AI Use to Productivity Identifying high-value AI use cases Separating tasks suitable for AI and human judgement Mapping repetitive and time-consuming work Setting productivity objectives for AI use

M2: Intermediate Prompt Engineering

Role, objective, context, constraints and format

Prompt chaining for multi-step tasks

Using examples to improve output quality

Iterative prompting and refinement

M3: AI for Professional Writing and Communication

Reports, proposals and management papers

Emails, letters and stakeholder communication

Rewriting for tone, audience and purpose

Editing, proofreading and quality improvement

M4: AI for Document and Knowledge Work

Summarising long documents

Extracting key issues and action items

Comparing policies, proposals or reports

Turning unstructured information into structured outputs

M5: AI for Research and Information Analysis

Developing research questions

Building comparison frameworks

Synthesising multiple information sources

Identifying gaps, assumptions and follow-up questions

Day 2: Applying AI to Business Workflows**M6: AI for Data and Spreadsheet Support**

Preparing data for analysis

Generating formulas and calculation logic

Interpreting tables and trends

Producing management insights from structured data

M7: AI for Meetings and Project Work

Preparing agendas and discussion questions

Summarising meeting notes

Generating action trackers and follow-up items

Supporting project planning and risk identification

M8: AI for Presentations and Management Communication

Structuring presentation narratives

Generating slide content and speaker notes

Converting reports into executive summaries

Creating audience-specific management messages

M9: Reusable AI Workflows and Automation

Creating standard prompts for recurring work

Building prompt libraries by function

Breaking work into human and AI steps

Introduction to automation, copilots and AI agents

M10: Productivity Capstone and Quality Control

Redesign a real workplace process

Create the required prompts and workflow

Evaluate accuracy, relevance and confidentiality

Measure expected time and quality improvements

Why You Should Attend?

1. To convert AI knowledge into real productivity: The program focuses on practical workflows rather than general awareness, helping participants use AI to reduce time spent on recurring work.
2. To improve the quality of business outputs: Structured prompting and review methods help participants create clearer reports, analysis, presentations and communications.
3. To build repeatable working methods: Participants develop reusable prompt templates and AI-assisted workflows that can be applied consistently across their roles.
4. To prepare for AI-enabled operations: The program introduces automation and AI agents so participants can understand how workplace processes are evolving beyond simple chatbot use.

Overall, this two-day intermediate program helps participants progress from occasional AI use to structured AI-assisted productivity. By the end of the program, participants will be able to redesign selected work activities, build reusable prompts and apply AI more systematically while maintaining appropriate human judgement and quality control.