



AIT Extension

Executive Education & Professional Development Services

AI-Driven Productivity:

Mastering Generative AI Tools for Efficiency and Innovation

26th - 30th May 2025



Background

Unlock the full potential of artificial intelligence with "AI-Powered Productivity: Mastering Generative Tools for Efficiency." This cutting-edge course is designed for professionals eager to harness the transformative power of generative AI to streamline workflows, enhance creativity, and drive efficiency. Dive into hands-on workshops and practical applications of advanced AI tools like ChatGPT. Learn how to automate routine tasks, boost content creation, and make data analysis faster and more insightful. Explore real-world case studies, best practices, and ethical considerations to stay ahead in a rapidly evolving tech landscape. Elevate your productivity and transform the way to work with AI.

Course Objective

- Gain a comprehensive understanding of generative AI, including its key concepts, types of models, and real-world applications across various industries.
- Learn to navigate and utilize leading AI tools and platforms such as ChatGPT for different productivity-enhancing tasks.
- Discover practical methods to incorporate generative AI into daily tasks, including automating routine processes, enhancing content creation, and improving data analysis.
- Develop strategies for maximizing the effectiveness of AI tools while ensuring quality, accuracy, and minimizing common pitfalls.
- Understand the ethical implications and limitations of generative AI, including addressing biases, ensuring data security, and managing expectations.
- Explore emerging technologies and innovations in generative AI, and prepare for future developments to maintain a competitive edge in the respective field.

Target Audience

- Business Professionals
 - Individuals seeking to improve efficiency and streamline workflow within their organizations using advanced AI tools.
- Data Analysts
 - Professionals involved in data analysis who want to leverage AI for faster report generation, data insights, and automation of routine processes.
- Project Managers and Team Leaders
 - Those managing teams or projects who want to implement AI tools to enhance collaboration, communication, and project efficiency.
- Entrepreneurs and Startups
 - Founders and business owners looking to integrate AI into their operations to gain a competitive edge and improve business outcomes.