

TRAINING PROVIDER:	
Singapore Professionals' And Executives' Cooperative Limited	
COURSE INFORMATION:	
Course Title	Leveraging AI to Enhance Workplace Productivity
Course Duration	1 day (7 hours / 9am to 5pm)
COURSE OUTLINE:	
Course Objective	The objective of this course is to empower participants with the comprehensive knowledge and practical skills to effectively leverage AI and GPT technologies in the workplace, enabling them to automate routine tasks, enhance communication and collaboration, support informed decision-making, and integrate ethical practices. By mastering these tools, participants will be able to significantly boost productivity, streamline workflows, and drive innovation within their organizations, positioning themselves and their teams for future success in a rapidly evolving digital landscape.
Topics	<ul style="list-style-type: none"> • Prompt Engineering: <ul style="list-style-type: none"> o Developing and refining AI prompts for specific tasks and applications. o Emerging Trend: Customizing AI models for industry-specific applications. o Application: Crafting precise prompts to improve AI response accuracy in various business scenarios. • Data Analysis: <ul style="list-style-type: none"> o Using AI tools for comprehensive data analysis and generating actionable insights. o Emerging Trend: Integrating AI with big data analytics for deeper insights. o Application: Enhancing decision-making processes through detailed data interpretation and predictive analytics. • Content Writing: <ul style="list-style-type: none"> o Leveraging AI for drafting and optimizing business documents and communications. o Emerging Trend: AI-generated content for personalized marketing and customer engagement. o Application: Producing high-quality content quickly, from reports to marketing materials, improving communication efficiency. • Business Planning: <ul style="list-style-type: none"> o Utilizing AI to aid in strategic planning and business development processes.

	<ul style="list-style-type: none"> o Emerging Trend: AI-driven market analysis and forecasting for better business strategies. o Application: Streamlining business planning with accurate, AI-generated market insights and growth projections. <p>• Email Organizing:</p> <ul style="list-style-type: none"> o Implementing AI solutions to streamline email management and enhance digital communication. o Emerging Trend: AI-powered email prioritization and automated responses. o Application: Reducing time spent on email management by automatically categorizing, prioritizing, and responding to emails. <p>• Project Enhancement:</p> <ul style="list-style-type: none"> o Applying AI to improve project workflows, management, and overall efficiency. o Emerging Trend: AI integration in project management tools for real-time updates and resource allocation. o Application: Optimizing project timelines and resource management through AI-enhanced project planning and execution tools.
<p>Learning Outcome</p>	<p>Proficiency in AI and GPT Technologies:</p> <ul style="list-style-type: none"> • Ability to automate routine tasks, increasing workplace efficiency and productivity. • Advanced Digital Communication and Collaboration • Enhanced skills for effective remote and hybrid work, using AI tools for project management and team coordination. <p>Data Analysis and AI-Powered Decision Making:</p> <ul style="list-style-type: none"> • Competence in using AI for data analysis, report generation, and supporting strategic, data-driven decisions. <p>Ethical and Responsible AI Usage:</p> <ul style="list-style-type: none"> • Knowledge of ethical considerations in AI applications, ensuring responsible use of technology in the workplace. <p>Enhanced Career Competitiveness:</p> <ul style="list-style-type: none"> • Demonstrating advanced technological skills and innovative capabilities, making candidates more attractive for new roles and promotions.