

## MASTER ARTIFICIAL INTELLIGENCE FOR PRODUCTIVITY

*"Leverage AI Tools to Automate Tasks, Enhance Efficiency & Maximize Output Across Business Functions"*

### Schedule

Date	Venue	Fees (Face-to-Face)
08 - 10 Apr 2026	Dubai, UAE	USD 2495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

### Introduction

Artificial Intelligence is no longer a futuristic concept—it's a present-day productivity accelerator. From automating repetitive tasks to optimizing workflows and decision-making, AI tools can significantly reduce time, increase accuracy, and unlock creative potential in the workplace.

This 3-day hands-on course empowers professionals to master AI-powered tools and techniques to improve productivity across departments. Participants will explore practical applications of generative AI, automation bots, virtual assistants, and AI-integrated platforms to enhance their daily work and organizational performance.

### Objectives

By the end of this course, participants will be able to:

- Understand the landscape of AI tools that support business productivity
- Apply generative AI to content creation, data analysis, and reporting
- Automate routine workflows using AI-powered applications and bots
- Integrate AI into collaboration, communication, and project management tasks
- Evaluate the productivity impact and ethical use of AI in business

## Why Attend

- Discover the AI tools that can immediately enhance your work output
- Save hours by automating emails, reports, and scheduling tasks
- Learn how to use ChatGPT, Microsoft Copilot, and other platforms efficiently
- Improve content generation, customer communication, and process accuracy
- Future-proof your skill set in a rapidly evolving digital workplace

## Target Audience

This program is designed for:

- Business professionals and managers across all functions
- Executive assistants, project coordinators, and admin professionals
- Marketing, HR, finance, and operations personnel
- Anyone looking to boost productivity through AI-based tools and automation

## Individual Benefits

Key competencies that will be developed include:

- Using AI tools for text, data, and image generation
- Task automation through no-code and low-code platforms
- Enhancing decision-making with AI-generated insights
- Time management and digital efficiency skills
- Responsible AI usage and prompt engineering

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Increased task efficiency and reduced manual workload
- Enhanced team collaboration with AI-supported platforms
- Standardization of routine business processes
- Improved content quality and turnaround time
- Agile adoption of digital tools in line with organizational goals

## Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - AI productivity trends, tools landscape, and ROI potential
- Case Studies - Success stories of AI adoption in business functions
- Workshops - Hands-on sessions using AI tools for task simulation
- Peer Exchange - Share productivity hacks and AI workflows
- Tools - Access to AI toolkits, prompt libraries, and automation templates

## Course Outline

**Training Hours:** 7:30 AM – 3:30 PM **Daily Format:** 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

### Day 1: AI Essentials for Workplace Productivity

- Module 1: Understanding AI Tools and Capabilities (07:30 – 09:30) • AI definitions, types, business applications, and tool categories
- Module 2: Generative AI for Content Creation (09:45 – 11:15) • Writing reports, emails, proposals, and summaries with AI
- Module 3: Workshop – Prompt Engineering Basics (11:30 – 01:00) • Design prompts to get useful, accurate AI outputs
- Module 4: Introduction to Virtual Assistants and AI Copilots (02:00 – 03:30) • Overview of Microsoft Copilot, ChatGPT, Bard, and Notion AI

### Day 2: Automating Tasks and Enhancing Workflows

- Module 1: Workflow Automation with AI Tools (07:30 – 09:30) • Zapier, Make.com, and integrations with Google/Microsoft tools
- Module 2: AI in Data Analysis and Reporting (09:45 – 11:15) • Use AI for Excel insights, dashboards, and decision support
- Module 3: Workshop – Build an Automated Reporting Flow (11:30 – 01:00) • Connect data sources and create automated reports
- Module 4: Enhancing Team Collaboration with AI (02:00 – 03:30) • Tools for meetings, task management, and communication

### Day 3: Embedding AI into Daily Work and Ensuring Responsible Use

- Module 1: Ethical AI Use and Limitations (07:30 – 09:30) • Privacy, bias, transparency, and organizational policies
- Module 2: Productivity Strategies with AI Integration (09:45 – 11:15) • Combine AI tools for maximum time savings
- Module 3: Workshop – Create Your Personal AI Productivity Toolkit (11:30 – 01:00) • Select, test, and design your AI-enhanced workflow
- Module 4: Wrap-Up – Future Trends & Implementation Planning (02:00 – 03:30) • AI roadmap, tools checklist, and performance monitoring

## Certification

Participants will receive a Certificate of Completion in Master Artificial Intelligence for Productivity, validating their capability to apply AI tools to streamline work, automate routine tasks, and drive digital efficiency in the workplace.

## Why Choose MAWA Events

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