

AI FOR PRODUCTIVITY AND BUSINESS PERFORMANCE: COMMUNICATION, TEAMWORK AND PERSONAL EFFICIENCY

“Leveraging AI Tools to Maximize Team Collaboration, Communication & Output”

Schedule

Date	Venue	Fees (Face-to-Face)
12 - 14 May 2026	Dubai, UAE	USD 2495 per delegate

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

Introduction

Artificial Intelligence is no longer a distant innovation—it is a practical enabler of daily business operations, communication, and productivity. From real-time collaboration to task automation and decision support, AI tools can transform how teams work and individuals perform.

This 3-day course equips professionals with the knowledge and tools to apply AI for personal efficiency, enhanced communication, and optimized teamwork. Participants will explore how to use AI tools like chatbots, language models, scheduling assistants, summarizers, and collaborative platforms to reduce friction, speed up processes, and improve outcomes.

Objectives

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

- Identify and implement AI tools that improve workplace communication and collaboration
- Automate repetitive tasks and streamline workflows using AI applications
- Use AI to enhance time management, decision-making, and productivity
- Integrate AI-enhanced communication tools into team environments
- Build an action plan for individual and team-level AI adoption

Why Attend

- Learn hands-on how AI can support your day-to-day work
- Boost your personal efficiency with smart automation and task prioritization
- Enhance internal collaboration with AI-enabled communication platforms
- Understand how to reduce workload and increase focus on value-adding activities
- Prepare your team to integrate AI tools responsibly and effectively

Target Audience

This program is designed for:

- Team leaders and project managers
- Administrative professionals and executive assistants
- HR, communication, and operations teams
- Knowledge workers and digital professionals
- Anyone seeking to improve personal productivity and collaboration through AI

Individual Benefits

Key competencies that will be developed include:

- Using AI tools for time management, meeting prep, and note-taking
- Automating administrative and communication processes
- Enhancing virtual collaboration and shared productivity
- Prioritizing high-impact tasks using AI-generated insights
- Improving self-organization and workflow efficiency

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Greater team output with reduced manual coordination
- Improved employee experience and reduced task overload
- Higher engagement through smarter collaboration
- Better decision quality supported by AI-assisted analysis
- Streamlined operations across departments

Instructional Methodology

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

- Strategy Briefings - AI trends and productivity frameworks
- Case Studies - Use cases in marketing, HR, admin, and sales
- Workshops - Live demos, tool comparisons, and scenario testing
- Peer Exchange - Sharing productivity pain points and AI tool strategies
- Tools - Checklists of top AI platforms for communication, tasking, and time-saving

Course Outline

Training Hours: 07:30 AM - 03:30 PM Daily Format: 3 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Break: 01:00 - 02:00

Day 1: Foundations of AI Productivity and Communication

- Module 1: Introduction to AI Tools for Business Efficiency (07:30 - 09:30) • Chatbots, language assistants, and task managers
- Module 2: Communication Enhancement with AI (09:45 - 11:15) • Smart email drafting, meeting summarization, and tone checking
- Module 3: Workshop - Setup and Use AI Tools for Personal Efficiency (11:30 - 01:00) • Tools like ChatGPT, Grammarly, Otter.ai, and more

Day 2: AI-Powered Teamwork and Collaboration

- Module 4: Collaborative Workflows and Knowledge Sharing (07:30 - 09:30) • AI in project management, document co-authoring, and scheduling
- Module 5: Virtual Assistants and Team Alignment (09:45 - 11:15) • Task delegation, reminders, and cross-platform integration
- Module 6: Workshop - Build an AI-Supported Team Workflow (11:30 - 01:00) • Assign tools to solve communication and coordination bottlenecks

Day 3: Strategic Integration and Future Planning

- Module 7: Measuring AI Impact on Work Performance (07:30 - 09:30) • KPIs, behavior change, and usage metrics
- Module 8: Ethics, Privacy, and Digital Wellbeing (09:45 - 11:15) • Responsible use of AI at work
- Module 9: Final Workshop - Create a Personal AI Productivity Plan (11:30 - 01:00) • Choose tools, define routines, and set efficiency goals

Certification

Participants will receive a Certificate of Completion in AI for Productivity and Business Performance, confirming their ability to effectively use AI tools to enhance personal efficiency, team collaboration, and communication outcomes.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

In-House / Customized Training

Interested in running this course for your team?

Please contact us:

TEL:

+601116373203

EMAIL:

info@mawaevents.net

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.