

WORK SMARTER WITH AI (Artificial Intelligence)

A PRACTICAL TOOLS BOOTCAMP



CYBERMODO Rania Business Center – Dubai

No.	Modules	Learning Objective	Learning Outcome
1	Module 1: Introduction to Useful AI Tools - What are AI tools? - Types of AI tools: writing, analysis, creative, automation, collaboration - Overview of current tools used globally - Benefits for professionals and managers	- Define AI tools and distinguish between writing, analytics, creative, and automation tools. - Identify key workplace functions where AI can provide immediate value.	- Understand the fundamental purpose and types of AI tools used in modern workplaces. - Recognize how AI tools can support productivity, accuracy, and decision making.
2	Module 2: AI Tools for Writing, Communication & Reporting Tools covered: ChatGPT, Grammarly, QuillBot, Microsoft Copilot, Google Gemini - Drafting emails, memos, proposals - Creating professional reports and summaries - Writing job descriptions, SOPs, and policies - Real-time grammar and clarity improvement - Hands-on exercises: writing an email, report, and summary with AI	- Use AI tools (ChatGPT, Copilot, Grammarly) to draft emails, summaries, and SOPs. - Edit and refine content using AI-based grammar, tone, and structure enhancements.	- Apply AI tools to generate professional communication and business documents. - Improve clarity, consistency, and speed in workplace writing using AI.
3	Module 3: AI Tools for Data Analysis & Decision Support Tools covered: ChatGPT Code Interpreter, Excel AI, Tableau AI, Power BI AI - Data cleaning, interpretation, and insights generation - Creating dashboards and visual summaries - Predictive analytics and forecasting - Converting raw numbers into readable reports - Hands-on: Generate insights from a sample dataset	- Use AI tools (ChatGPT Advanced, Power BI AI, Excel AI) to process and summarize datasets. - Apply AI-supported forecasting and trend analysis to real scenarios.	- Analyze and interpret business data using AI-powered analytics tools. - Convert raw data into insights, dashboards, and decision-ready summaries.

4	Module 4: AI Tools for Presentations & Creativity Tools covered: Canva AI, PowerPoint Designer, Tome, Gamma, Adobe Express AI ▪ Creating professional slide decks ▪ Designing graphics, posters, and documents ▪ Image generation for marketing and branding ▪ Hands-on: Create a 5-slide presentation using AI	▪ Generate presentations using AI platforms like Canva AI, Gamma, or Tome. ▪ Design visual content (posters, banners, slides) using AI-generated elements.	▪ Create visually appealing presentations and graphics using AI design tools. ▪ Use AI for creative content generation such as images, slides, and visual themes.
5	Module 5: AI Tools for Automation & Workflow Efficiency Tools covered: Zapier AI, Make.com, Microsoft Power Automate, Notion AI, AI-integrated CRMs ▪ Automating routine tasks ▪ Scheduling, reminders, and workflow triggers ▪ Automating data entry and reporting ▪ Hands-on: Build a simple automation workflow	▪ Build simple automated workflows using Zapier AI, Power Automate, or Notion. ▪ Identify processes within the organization suitable for AI-driven automation.	▪ Automate repetitive tasks and workflows using AI automation tools. ▪ Improve operational efficiency by integrating AI automation into daily processes.
6	Module 6: AI Tools for Project & Team Management Tools covered: Notion, Asana AI, Trello AI, Monday.com ▪ Project planning with AI ▪ Generating task lists, timelines, dependencies ▪ AI-powered collaboration and document management ▪ Hands-on: Create a project plan using AI	▪ Generate task lists, timelines, and project structures using Asana AI, Monday.com, or Notion. ▪ Utilize AI-powered features to improve team coordination and progress tracking.	▪ Use AI-driven project management platforms to plan and manage tasks. ▪ Enhance team collaboration using AI tools that automate project communication.
7	Module 7: AI Tools for Voice, Meetings & Transcription Tools covered: Otter.ai, Zoom AI Companion, MS Teams AI ▪ Automated meeting minutes ▪ Voice-to-text conversion ▪ Meeting summaries and action items ▪ Hands-on: Practice transcription & summary tools	▪ Apply Otter.ai and Zoom AI to convert speech to text and generate summaries. ▪ Use AI meeting tools to track action items and follow-up tasks automatically.	▪ Use AI tools to capture meeting minutes, action items, and discussion summaries. ▪ Enhance documentation accuracy through AI-powered transcription and voice tools.

8	Module 8: Ethics, Security & Responsible Use of AI Tools ▪ Data privacy and confidentiality ▪ Risks of AI misuse ▪ Evaluating tool reliability ▪ Organization-wide AI policies ▪ Building safe workflows using AI tools	▪ Identify risks such as bias, data misuse, and confidentiality breaches when using AI tools. ▪ Apply responsible-use guidelines and governance practices to ensure safe AI adoption.	▪ Understand the ethical, privacy, and security considerations of AI use in organizations. ▪ Implement responsible AI practices aligned with workplace policies.
Materials Provided ▪ User guides for all covered AI tools ▪ Templates (emails, reports, dashboards, presentations) ▪ AI implementation checklist ▪ Action plan worksheet ▪ Certificate of Completion			