AI Essentials for Office Professionals   2 Hrs

Explore how AI is transforming the modern office. This course introduces practical AI tools that streamline everyday tasks, from drafting emails and summarizing documents to automating scheduling and enhancing productivity.

Course Topics Include:

1. Introduction to AI in the Workplace
a. What is Artificial Intelligence?
b. A brief history of AI (from expert systems to GPT-4)
c. Types of AI: narrow AI vs. generative AI
d. The current AI wave and why it's different

2. What Generative AI Can and Can't Do
a. Common use cases (email writing, analysis, summarization, ideation)
b. Limitations: hallucinations, bias, factual errors
c. Understanding where human oversight is critical

3. Meet the Key Players
a. OpenAI: ChatGPT (Free vs. Plus pricing)
b. Microsoft: Copilot in Office 365 (licensing tiers)
c. Google: Gemini in Docs, Sheets, Gmail
d. Others: Claude (Anthropic), Meta's LLaMA, Perplexity, Notion AI

4. Security, Privacy, and Responsible Use
a. What happens to your data?
b. Avoiding confidential or PII leaks
c. Corporate restrictions and compliance considerations
d. Red-teaming & prompt injection: what they mean to you

5. Practical AI Use Cases in the Office
a. Drafting emails, policies, and meeting summaries
b. Creating formulas, slide decks, and document templates
c. Translating content or summarizing long reports
d. Generating ideas for marketing, training, and project planning
e. Workflow enhancements: automating repetitive tasks

6. Prompting Strategies That Work
a. What makes a good prompt? (Role + Task + Context + Format)
b. Iterative prompting and refinement
c. Prompt templates for common tasks (HR, Finance, Admin, Ops)
d. Practice activity: Write your own smart prompt

Who should attend: Office professionals in any industry who are looking to increase efficiency and reduce repetitive work; Managers, analysts, admin staff, HR, finance, and marketing personnel curious about practical AI; and Non-technical users wanting a functional understanding of AI tools

Prerequisites: No prior experience with programming or AI required, but should have comfort using basic computer applications (email, browser, Microsoft Office).

Employee Training Institute instructor Benjamin Smith is a seasoned Program Manager backed by a decade of experience in training and a career primarily focused on aerospace and manufacturing industries. He was certified through MIT in Data Science and Machine Learning and has been working with AI for the past 5 years in aerospace/military applications. Leveraging his teaching experience and industry background, Benjamin is always excited about introducing new approaches to simplifying complex concepts into easily digestible information.

Course Cost: $50.00

WHEN:	Thursday July 17, 2025 5:00 pm – 7:00 pm

WHERE:	Online, Remote, "Virtual Classroom," Via Zoom

For more information or to register, please contact:
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