The AI Productivity Toolkit

Course Description

What small AI tools can save me time every day? This course introduces a toolkit of practical AI applications designed to reduce daily workload and improve accuracy across communication, meetings, and documentation. Through guided exercises, learners discover how to integrate these tools into everyday workflows and see measurable gains in productivity and responsiveness.

Learning Tracks

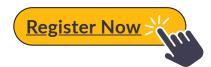|		
Technical	Admin	Documentation
Compliance	Training	AI

Why This Course Matters

- Cuts time spent on repetitive daily work.

- Improves accuracy of meeting and call records.

- Supports better customer responses with summaries and smart replies.

- Provides a sampler of AI tools that staff can adopt right away.

Who Should Attend

Register Now

Office Administrators

Customer Service Reps

Sales and Support Staff

COURSE SYLLABUS

Course Overview

Through real-world examples and guided exercises, learners will see how AI can summarize emails, condense meeting notes, and generate concise briefs.

What You'll Learn

1 Using AI for email triage and smart replies.

2 Summarizing meetings and calls.

3 Turning documents into short, actionable briefs.

4 Capturing tasks and action items automatically.

5 Using prompt templates to guide responses

Syllabus

1. AI Essentials – Understand what AI can do and how to apply it to daily work tasks.

2. Email Efficiency – Use AI for triage, summaries, and quick replies.

3. Smart Communication – Summarize client messages and draft professional responses.

4. Meeting Productivity – Capture notes, highlights, and action items automatically.

5. Document Summaries – Turn long reports into short, actionable briefs.

6. Task Capture – Extract and organize follow-ups directly from notes or transcripts.

7. Prompt Writing – Learn how to write clear, goal-based prompts for better AI results.

Register Now

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https://Output.Training