

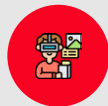


AI Essentials for Administrative Assistants

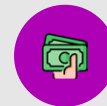
2 DAY WORKSHOP



Mode
In classroom



Mode
Virtual Class



Cost
\$500

What you'll learn in this workshop

DAY 01

1. Introduction to Artificial Intelligence (AI)
2. AI Applications in Business Administration
3. AI Chatbots for Customer Support
4. AI in Project Management and Collaboration

DAY 02

5. AI and Data Analytics for Administrative Assistants
6. AI for Social Media Management
7. Cybersecurity and AI in Administrative Work
8. Adapting to the AI-Driven Future of Administration

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DAY 01

Module 1 : Introduction to Artificial Intelligence (AI)

- ✓ Overview of AI: History and evolution
- ✓ Understanding the impact of AI on businesses and administrative roles
- ✓ Key AI terminologies and concepts

Module 2 : AI Applications in Business Administration

- ✓ AI-powered tools for scheduling and calendar management
- ✓ AI-driven email management and response generation
- ✓ Automating data entry with AI
- ✓ AI for document organization and management.

Module 3 : AI Chatbots for Customer Support

- ✓ Understanding chatbots and their role in business administration
- ✓ Best practices for implementing chatbots in customer service.
- ✓ Popular chatbot platforms and tools

Module 4 : AI in Project Management and Collaboration

- ✓ AI tools for project management, tracking, and reporting
- ✓ Enhancing team collaboration with AI-powered platforms
- ✓ Using AI to optimize resource allocation and workload management.

DAY 02

Module 5 : AI and Data Analytics for Administrative Assistants

- ✓ Introduction to data analytics and its importance in administration
- ✓ AI-driven tools for data visualization and reporting
- ✓ Gaining insights from data using AI for better decision-making

Module 6 : AI for Social Media Management

- ✓ AI-powered social media scheduling and content curation
- ✓ Sentiment analysis using AI for reputation management.
- ✓ Automating social media analytics and reporting with AI tools

Module 7 : Cybersecurity and AI in Administrative Work

- ✓ Understanding the importance of cybersecurity in administration
- ✓ AI-driven tools for securing sensitive information and communications.
- ✓ Best practices for staying secure while using AI technologies.

Module 8 : Adapting to the AI-Driven Future of Administration

- ✓ Identifying the skills needed for AI-enabled administrative roles.
- ✓ Embracing change and continuous learning in the age of AI

Case studies: Success stories of AI implementation in administrative roles

Throughout the workshop, participants will engage in hands-on activities, group discussions, and real-life case studies to gain a deeper understanding of AI concepts and tools. By the end of the course, administrative professionals will be well-equipped with the knowledge and skills required to effectively integrate AI technologies into their daily tasks and processes, thereby enhancing their overall efficiency and productivity.