

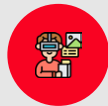


AI Tools and Techniques for Executive Assistants

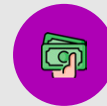
1 - DAY SEMINAR



Mode
In classroom



Mode
Virtual Class



Cost
\$125

Course Objective

Equip executive assistants with the knowledge and skills to leverage AI tools and techniques for increased productivity, organization, and effective communication.



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SCHEDULE

8:30am - 9:00am

Registration and Networking

- ✓ Welcome attendees.
- ✓ Distribute course materials!

9:00am - 9:15am

Introduction to AI and Its Applications in Executive Assistance

- ✓ Overview of AI and its potential impact on the role of executive assistants
- ✓ Setting the stage for the day's activities

9:15am - 10:15am

AI Tools for Scheduling and Time Management

- ✓ Introduction to AI scheduling assistants (e.g., x.ai, Clara, Julie Desk)
- ✓ Hands-on activity: Setting up and customizing a scheduling assistant.
- ✓ Group discussion: Sharing best practices and potential challenges.

10:15am - 10:30am Coffee Break

10:30am - 11:30am

AI Tools for Task and Project Management

- ✓ Introduction to AI-enhanced project management tools (e.g., Trello, Asana, Monday.com)
- ✓ Hands-on activity: Creating and managing tasks using AI project management tools.
- ✓ Group discussion: Effective delegation and task prioritization

11:30am - 12:30pm

AI Tools for Communication and Collaboration

- ✓ Introduction to AI chatbots and virtual meeting assistants (e.g., Zoom.ai, Otter.ai, Microsoft Teams)
- ✓ Hands-on activity: Setting up a chatbot and integrating it into your communication platform.
- ✓ Group discussion: Balancing human interaction with AI assistance.

12:30pm - 1:30pm: Lunch Break

1:30pm - 2:30pm

AI Tools for Document and Information Management

- ✓ Introduction to AI document organization and summarization tools (e.g., Evernote, Google Drive, Zest)
- ✓ Hands-on activity: Organizing and summarizing documents using AI-powered tools.
- ✓ Group discussion: Maintaining confidentiality and privacy when using AI tools.

2:30pm - 3:30pm

AI Tools for Research and Data Analysis

- ✓ Introduction to AI research tools (e.g., Google Scholar, Semantic Scholar) and data analysis tools (e.g., IBM Watson, Microsoft Power BI)
- ✓ Hands-on activity: Conducting research and analyzing data using AI tools.
- ✓ Group discussion:

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