

AI Masterclass: Competitive Edge

Overview

This intensive 2-day hands-on training is designed to equip professionals with foundational and advanced skills in data analysis, reporting automation, and AI/Gen AI tools integration. Participants will learn how to streamline workflows, automate repetitive tasks, generate insights, and make data-driven decisions using modern tools and techniques.

Course Objectives

By the end of this course, participants will:

- **Develop Proficiency in Data Analysis Techniques:** Equip participants with foundational and advanced data analysis skills to interpret, visualize, and derive actionable insights from diverse datasets.
- **Automate Reporting and Repetitive Tasks:** Enable learners to streamline workflows by creating automated reports and eliminating manual, repetitive tasks using tools such as Excel, Power Query, and macros.
- **Integrate AI and Gen AI Tools into Daily Workflows:** Train participants to leverage AI and Generative AI tools (e.g., ChatGPT, Copilot) to enhance decision-making, content generation, and productivity.
- **Apply Learning Through Real-World Case Studies:** Reinforce practical understanding by engaging with case studies and exercises that mirror real workplace challenges across various industries.
- **Empower Participants to Drive Efficiency and Innovation:** Equip professionals with future-ready digital skills that enable them to lead efficiency initiatives, improve team productivity, and adapt to evolving technological landscapes.

Duration

2 Days

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Who Should Attend

This course is ideal for:

- Professionals from any industry or role looking to improve their productivity
- Office workers who use Excel, reports, or dashboards regularly
- Managers and team leads wanting to streamline workflows
- Freelancers and entrepreneurs seeking to automate tasks
- Students and career changers aiming to build future-ready skills

Learning outcomes:

By the end of this course, participants will be able to:

- Understanding the Role of Data & AI in Productivity
- Cleaning and Preparing Data Effectively
- Creating Automated and Insightful Reports
- Applying Generative AI for Smarter Insights
- Automating Repetitive Tasks with AI Tools
- Enhancing Visual Communication with AI Assistance
- Building Custom AI Solutions for Real Business Needs
- Developing a Personalized Productivity Plan

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Outline

Day 1	Session 1: Introduction to Productivity in Data-Driven Workflows
	Understand why data matters, explore common productivity challenges and get introduced to data tools and AI platforms. Icebreaker discussion on personal pain points.
	Session 2: Mastering Data Cleaning and Preparation
	Learn how to clean messy data manually and with AI tools. Hands-on exercise using Excel or Python (with AI support).
	Session 3: Automating Reporting with AI Tools
Day 2	Discover how AI helps create better reports and summaries. Create a simple dashboard and use Gen AI to generate insights.
	Session 4: Introduction to Generative AI for Smarter Insights
	Explore how AI interprets data and generates insights. Case study comparing AI vs traditional methods.
	Session 5: Automating Repetitive Tasks with AI
	Use Python scripts or no-code tools to automate reports and tasks. Hands-on setup of automated workflows.
	Session 6: Enhancing Visual Communication with AI
	Learn how AI helps create better visuals and reports. Use AI-assisted design tools to build polished outputs.
	Session 7: Building Custom AI Solutions
	Get started with no-code AI tools for forecasting, sentiment analysis, and more. Guided project to build a simple predictive model.
	Session 8: Creating Your Personalized Productivity Plan
	Identify where AI can help in your daily work. Set goals and create a step-by-step plan to implement AI-driven improvements.

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Time	Day 1	Day 2
9:00am - 10:30am	Session 1: Introduction to Productivity in Data-Driven Workflows	Session 5: Automating Repetitive Tasks with AI
10:30am - 10:45am	Morning Break	
10:45am - 12:30pm	Session 2: Mastering Data Cleaning and Preparation	Session 6: Enhancing Visual Communication with AI
12:30pm - 1:30pm	Lunch Break	
1:30pm - 3:30pm	Session 3: Automating Reporting with AI Tools	Session 7: Building Custom AI Solutions
3:30pm - 3:45pm	Afternoon Break	
3:45pm - 5:00pm	Session 4: Introduction to Generative AI for Smarter Insights	Session 8: Creating Your Personalized Productivity Plan