AI Power Skills pro office uživatele

Course code: AIPWS

A two-day practical course aimed at everyday PC users who want to start using generative AI tools (ChatGPT, Claude, Gemini) and specialised AI applications (Relay.app, Gamma, Cursor, Superwhisper, NotebookLM) effectively and safely in their day-to-day work.Participants will learn how to design high-quality prompts for texts, spreadsheets and presentations, build their own prompt library and create simple workflows using no-code automation tools, and will adopt the principles of safe and ethical AI use in a corporate environment. The course is built around practical exercises drawn from real-world work situations and leads to the creation of a personal "AI Playbook" that participants can put to use immediately.

Who is the course for

- everyday PC users, Google Workspace and Office 365 users
- administrative staff, analysts, consultants, specialists
- anyone who wants to systematically make their work more efficient using AI

What you will learn

We will turn an everyday user into an independent "AI power user" who can reliably apply AI to 60–80% of their daily agenda (writing, analysis, communication, work organisation).

Required prerequisites

Basic knowledge of working with a PC and common office tools is assumed.

Course outline

Day 1

Understanding the capabilities and limitations of generative AI, adopting the right "AI mindset" and mastering both basic and more advanced prompt engineering techniques for text. Using concrete scenarios (emails, meeting minutes, document summaries, creating checklists), participants will experience first-hand how AI can significantly speed up their everyday administrative and communication tasks. The afternoon session focuses on working with documents and spreadsheets (summarisation, structuring, basic data analysis) and using AI in team communication and meetings.

Day 2

Systematisation and transfer to practice: participants build their own prompt library for typical tasks, learn to combine individual AI tasks into mini-workflows, and explore the possibilities of no-code automation using tools such as Relay.app. A significant part of the second day is dedicated to the safe and ethical use of AI (data privacy, fact-checking, bias) and to creating a personal "AI Playbook" along with an action plan for the first 30 days after the course. The result is a clear, concrete guide on how to integrate AI into the working habits of individuals and teams in a sustainable, long-term way.