

# AI Power Skills for Office Users

Course code: AIPWS

A two-day practical course designed for everyday PC users who want to start using generative AI tools (ChatGPT, Claude, Gemini) and other specialised AI applications effectively and safely — for transcribing and analysing meetings, working efficiently with texts and emails, analysing large documents, visualising data, and automating repetitive tasks in daily work. Participants will learn to design quality prompts, efficiently create and edit texts, presentations and working documents, build their own prompt library, and create simple workflows using AI tools. The course is built around practical exercises drawn from real workplace situations. During the course, participants will create their own AI Playbook — a practical collection of procedures, prompts and workflows for using AI in everyday work. Participants are expected to have their own ChatGPT Plus licence, Claude Pro licence, or Google AI Pro licence (Google Workspace is not required).

## Who the course is for

- AI tool users (ChatGPT, Claude, Gemini) who want to go deeper
- Professionals using AI for writing, analysis and communication
- Specialists outside IT (office, marketing, finance, HR)
- Anyone who wants to systematise their work with AI and improve output quality

## What you will learn

- How to use a combination of AI tools effectively and safely
- How to design quality prompts and use them systematically
- How to quickly create and edit emails, documents, presentations and outputs using AI, with a focus on quality and consistency
- How to combine multiple AI tools into simple workflows to automate repetitive tasks
- How to create your own AI Playbook (prompt library + procedures + workflows) for everyday work
- How to apply AI to most common work tasks (communication, analysis, work organisation)

## Required prior knowledge

- Own paid
- ChatGPT Plus
- licence,
- Claude Pro
- licence, or
- Google AI Pro
- licence (Google Workspace is not required)
- Basic computer and office tool proficiency

## Course outline

### Day 1 – Foundations and practical use of AI

#### Generative AI fundamentals and working with tools

- Capabilities and limitations of generative AI in practice
- AI mindset: where AI delivers the greatest value
- Overview of tools (ChatGPT, Claude, Gemini, specialised applications)
- Differences between tools and their appropriate use cases
- Prompting basics and best practices

#### Practical use of AI in everyday work (block 1)

- Writing and editing emails (replies, follow-ups, personalisation)
- Creating texts and internal outputs (summaries, drafts, background materials)
- Writing meeting notes (from transcripts and notes)
- Structuring information and working with unclear assignments

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## Practical use of AI in everyday work (block 2)

- Working with documents (summarising, extracting, comparing)
- Analysing large texts and finding key information
- Creating checklists, procedures and internal standards
- Introduction to data analysis and simple visualisation

## Day 2 – Systematisation, workflows and implementation

### Systematising work and creating workflows

- How to set up your own AI working system
- Creating and organising a prompt library (templates)
- Combining multiple tools in a single workflow
- Chaining steps (e.g. transcription > summary > output)
- Speeding up repetitive tasks

### Advanced use and efficiency

- Iterating and improving outputs (prompt refinement)
- Working with context and inputs (documents, data)
- Transferring between tools (copy/paste workflow, integrations)
- Practical scenarios from participants' real work

### Safety, quality and implementation

- Working with sensitive data and security principles
- Verifying outputs and quality control
- Risks (hallucinations, bias) and how to manage them
- When not to use AI

### Building the AI Playbook and action plan

- Creating your own prompt library (8–10 templates)
- Defining key use cases for your own work
- Designing concrete workflows
- Action plan (what to deploy immediately / what to test / what to develop further)

### Hands-on practice

- Practical exercises on real work tasks (emails, documents, analyses)
- Simulating everyday work with AI tools
- Creating your own prompts and improving them iteratively
- Designing simple workflows for repetitive tasks
- Building a personal AI Playbook (8–10 concrete procedures)

### Wrap-up

- Recap of key principles and procedures
- Discussion of participants' specific scenarios
- Q&A
- Recommended tools and resources for further development

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