

AI for Managers and Leaders – From Personal Productivity to Team Transformation

Course code: KORAI

Practical Applications of Artificial Intelligence for Productivity, Communication, Leadership, Decision-Making, and Safe Team Adoption. A practical workshop focused on the use of AI for personal productivity, communication, and people leadership, including the creation of custom AI assistants, work on real-life scenarios, and preparation of the first steps for implementation.

Who is the course for

AI for Managers and Leaders

What we teach you

This two-day program provides managers with a comprehensive view of how artificial intelligence can be applied to personal productivity, communication, people leadership, and change management. In addition to addressing everyday workplace situations, it also focuses on the safe adoption of AI within organizations, working with AI assistants, and identifying specific opportunities to improve team efficiency.

The program includes hands-on workshops, work on participants' own real-life examples, and the design of the first steps for AI implementation within their organizations.

Teaching materials

Gopas guide book for this course.

Course outline

Module 1

Module 1 – Personal Productivity with AI

- a manager's day with AI
- managing emails, meetings, and tasks
- creating reports and supporting materials
- organizing the workday

Module 2 – AI as a Personal Team of Specialists

- creating custom AI assistants
- AI as an analyst, strategist, and challenger
- AI as an editor and communication advisor
- effective use of context and memory

Module 3 – Working with Documents and Knowledge

- analyzing reports and documents
- working with internal information
- executive summaries
- practical use of NotebookLM, Copilot, Gemini, and ChatGPT

Module 4 – Communication and Presentations in the AI Era

- preparing presentations
- building persuasive arguments
- simulating meetings and Q&A sessions
- support for public speaking

Module 5 – AI for People Leadership and Team Development

- preparing 1:1 meetings
- providing feedback
- employee development
- onboarding and development plans

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- managing goals and expectations

Module 6 – AI for Decision-Making Under Pressure

- analyzing situations from multiple perspectives
- identifying blind spots
- developing alternative scenarios
- AI as a critical challenger

Module 7 – AI Agents and the Future of Work

- differences between chatbots, assistants, and agents
- digital coworkers
- process automation
- AI development trends

Module 8 – Safe AI Usage and AI Governance

- handling sensitive information
- accountability for AI-generated outputs
- the AI Act and corporate policies
- shadow AI risks
- tabletop simulation of a deepfake incident

Module 9 – A 30-Day AI Adoption Plan for Teams

- identifying opportunities
- quick wins
- selecting suitable use cases
- designing AI usage guidelines
- implementation action plan

Participant Outcomes

- a personalized set of AI assistants for various management situations
- practical methods for everyday work
- prompt and workflow templates
- hands-on experience with an AI incident crisis simulation
- fundamental principles of safe AI use
- a concrete AI adoption plan for their own team
- a list of recommended tools and practices for continued development

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