Course: AI at the Office - MBK A/S

Do you want to use AI to work smarter, faster and more efficiently?
Do you want to explore how AI can automate routine tasks?
Do you want to save time and make your working day easier with AI tools?
Do you want practical ai training that can be used directly at work?
Do you want to use AI for research, writing and document analysis?
Do you want an ai course with hands-on exercises and concrete examples?

This course gives you a practical introduction to artificial intelligence and how it can be used in everyday office tasks.
Whether you work with documentation, planning, communication or data, you will learn how AI can support your work.
The course is relevant for employees and teams who want to use AI in a responsible, practical and effective way.

Outcome:

After the course, you will be able to:

- Understand the basic principles behind generative AI.
- Know how AI can be used in practical work situations.
- Use AI tools to automate time-consuming tasks.
- Improve writing, analysis, planning and presentations with AI.
- Save time by integrating AI into your daily workflow.
- Reduce manual work and create more room for important tasks.
- Use AI to generate new ideas and better solutions.
- Work responsibly with AI, ethics, data security and reliable results.

Content:

The course covers the following topics:

- Introduction to generative AI.
- What AI is, how AI works and which tools are most relevant.
- Practical techniques for writing effective prompts.
- AI for text writing, documentation and task solving.
- AI for data handling, analysis and reporting.
- Creating texts, reports, summaries and visual material.
- Integrating AI tools into existing work processes.
- Examples of how AI can support idea development.
- Using AI to find solutions to complex challenges.
- Ethical and responsible use of AI in the workplace.
- Future trends and new opportunities within AI.

Form:

The course is interactive and combines short presentations with hands-on exercises.

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You will work with practical tasks based on realistic workplace situations.
The course gives you experience in using AI tools in a safe and structured way.
There will be room for questions, dialogue and sharing of experiences.
You will receive feedback and guidance so the learning can be applied directly at work.

Prerequisites:

No technical background is required.
To get the full benefit of the course, you need access to a paid AI platform such as ChatGPT Plus or similar.
You must bring a computer for the hands-on exercises.
It is also recommended that you install the ChatGPT or Copilot app on your smartphone.

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Kursusindhold

AI Introduction
What are the latest developments within Generative AI?
How can AI revolutionise office work?

Text Writing
How do I produce complex and nuanced content with AI?
Which techniques ensure that AI-generated text matches my desired tone?

E-mail Management
How do I implement a sophisticated AI-assisted e-mail strategy?
Can AI help me prioritise and categorise e-mails more effectively?

Document Management
How do I perform complex text analysis on large volumes of documents with AI?
Can AI identify patterns and insights across different document types?

Report Generation
How do I create dynamic, data-driven reports with AI?
Which advanced visualisation techniques can AI help me implement?

Research and Information Search
How do I carry out comprehensive literature reviews with AI?
Can AI training help me identify and validate reliable information sources?

Custom AI Assistants
How do I design and implement specialised AI tools?
Which strategies optimise and maintain my custom GPTs over time?

Productivity and Workflow
How do I integrate AI tools seamlessly into complex work processes?
Which metrics measure and optimise the effect of AI on my productivity?

Ethical Considerations
How do I navigate the ethical grey areas of intensive AI use?
How do I develop and implement a responsible AI policy?

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Kursusprogram

Course Programme
The participants' wishes and needs form the basis of the course programme.
The topics we cover, and how much time we spend on each topic, depend on participants.

The following is an example of what a programme may look like.

Day 1:
9:00 – 10:30
In-depth introduction to Generative AI in office work.

10:45 – 12:15
Advanced AI-assisted text writing.

13:00 – 14:30
Strategic document management with AI.

14:45 – 16:00
E-mail optimisation and communication strategy with AI.
Review and reflection.

Day 2:
9:00 – 10:30
Advanced report generation and data analysis with AI.

10:45 – 12:15
In-depth AI-based research and information search.

13:00 – 14:30
Design and implementation of custom AI assistants.

14:45 – 16:00
Productivity optimisation and ethical considerations.
Summary, action plans and conclusion.

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Pris og praktisk

Price:
6.800 kr. inclusive meals and hand outs for the course. Excl. VAT.

Dates:
See the coursedates in the box on the right.

Place:
MBK A/S, Pilestræde 61, 1112 København K. (500 meter from Nørreport).

Duration:
2 days

Registration terms:
Payment for the course must be done right after receipt of the invoice which is sent when we have registered your enrollment.
Upon cancellation, a colleague can take over your place without further cost, or you can yourself participate in a later course at half-price.

Kontakt os i dag - Tlf. +45 3543 4474 - mail@mbk.dk

Fra https://www.mbk.dk/kursus/aaben-ai-at-the-office/