

BIZ-F2

BIZ-F2 — AI Tools for Professional Productivity

Business — Foundation / Foundation

Audience	All professionals — individual contributors and team members
Prerequisites	BIZ-F1 — AI Literacy for Teams (recommended)
Duration	1 day
Delivery format	Practical workshop — workflow building
Group size	8–20
Materials provided	Workflow templates, personal productivity audit tool, prompt library starter

Description

This one-day practical workshop teaches professionals to work better and faster using AI tools. Participants build personal AI workflows for writing, research, scheduling, and data analysis through hands-on tool demonstrations and live problem-solving. Focus is on immediate applicability — workflows that can be used the next working day with real work. Participants measure baseline task times, identify productivity gains, and share their workflows with colleagues for cross-team learning.

Key Modules

Module 1 — AI for professional writing and communication

Live tool demonstrations for drafting emails, reports, and presentations. Participants learn techniques for iterative improvement, style control, and maintaining voice. Practice tasks using real workplace writing scenarios.

Module 2 — AI for research and information synthesis

Using AI to find signal in noise, synthesise long documents, and extract key information. Covers summarisation techniques, source evaluation, and how to verify AI-generated research findings. Participants build a research workflow they will use immediately.

Module 3 — AI for scheduling, admin, and routine tasks

Automation of scheduling, meeting prep, task lists, and routine administration. Participants identify time-wasting tasks in their current role and map AI solutions. Live demonstrations of workflow automation tools.

Module 4 — AI for data analysis and summarisation

Using AI to interpret data, create summaries, and generate insights from spreadsheets, reports, and databases. Participants work with real business data or their own datasets, learning interpretation and caveats.

Module 5 — Building a personal AI workflow

Integration of tools across the working day. Participants design a complete workflow for their actual role, mapping AI into their existing tools and processes. Peer feedback and refinement.

Module 6 — Measuring the actual gain

Baseline measurement of task times before and after AI assistance. Participants identify their top 3 time-saving opportunities and track results. Discussion of what changes and what does not.

What You Will Be Able To Do

1. Build and deploy a personal AI workflow for immediate workplace use
2. Demonstrate proficiency with AI tools for writing, research, scheduling, and data analysis
3. Measure productivity gains by comparing baseline and AI-assisted task times
4. Identify and prioritise the top 3 opportunities for AI in their own role
5. Teach colleagues one workflow technique they have mastered

Delivery Notes

Meeting room with internet, projector, and tables for paired work. All participants require laptop with pre-provisioned access to at least two major AI tools. Bring USB drives for workflow templates and supporting materials. Trainer needs 1 hour setup for tool access verification and material printing. Optimal group size 10–16; larger groups require co-facilitators or breakout session structure.

Pathway Position

Comes after: BIZ-F1 — AI Literacy for Teams (recommended)

Feeds into: BIZ-I4 — AI in Operations and Process Improvement / BIZ-I6 — Advanced Prompting for Business

Ready to book this course?

Contact Io Technologies to discuss delivery at your organisation.

All courses and engagements are delivered on request — on-site, remote, or blended.