

Use AI for everyday tasks

Duration: 1 Day Course Code: GKMSMSAI

Overview:

Discover how AI can simplify and enhance your daily activities. This training session is tailored for business users looking to integrate AI tools into their everyday routines. You'll learn how to leverage AI for tasks such as scheduling, email management, data analysis, and more. The session will conclude with an overview of how to develop AI skills that drive organizational growth.

This course has a duration of 75 mins

Target Audience:

Anyone interested in leveraging AI for everyday tasks

Objectives:

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| ■ After completing this course you should be able to: | ■ Create and expand prompts and analyze results |
| ■ Know what generative AI is and ways to use it for everyday tasks | ■ Use different AI tools to prompt and build on results |
| ■ Understand the basics of writing effective prompts and identify useful prompt resources | ■ Understand how to use AI responsibly and ethically |

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

info@globalknowledge.co.uk

www.globalknowledge.com/en-gb/

Global Knowledge, Mulberry Business Park, Fishponds Road, Wokingham Berkshire RG41 2GY UK