AI and Digital Productivity Essentials

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DURATION: 1 Day

ACCREDITATION: Crystal Lean Solutions

COURSE CODE: 1092

AIM:

This course aims to equip participants with a foundational understanding of key digital tools and technologies that are transforming how individuals and organisations work. It explores the distinctions between SharePoint and OneDrive, demystifies Artificial Intelligence and its practical uses, and introduces powerful Microsoft tools including ChatGPT, Power Automate, and Power BI to help streamline tasks, automate workflows, and make data-driven decisions.

This is a practical, hands-on introduction to the AI and Microsoft tools reshaping how work gets done.

OBJECTIVES:

At the end of the course, learners will be able to:

- Differentiate between SharePoint and OneDrive, and understand when to use each for file storage, collaboration, and document management.
- Explain the core concepts of Artificial Intelligence (AI) and identify examples of AI in everyday use.
- Apply practical prompting techniques in ChatGPT to improve productivity, communication, and problem-solving.
- Design and implement a simple workflow using Microsoft Power Automate to reduce manual effort.
- Create basic data visualisations in Power BI to communicate insights and support informed decision-making.

THIS PROGRAMME IS FOR:

This programme is suitable for:

- ☀ Educators and Trainers interested in integrating AI tools into teaching and learning.
- ☀ IT and Digital Transformation Professionals exploring the practical use of AI and automation.
- ☀ Business Analysts and Data Enthusiasts looking to use tools like Power BI for better insights.
- ☀ Administrative and Support Staff aiming to streamline daily operations using Power Automate and ChatGPT.
- ☀ Managers and Team Leaders who wish to leverage digital tools for collaboration, communication, and efficiency.

PROGRAMME CONTENT:

1. **Introduction to Digital Transformation**

   - Overview of how technology is reshaping workplaces and education.
   - Importance of digital literacy and adaptability.

2. **SharePoint vs. OneDrive**

   - Key differences between SharePoint and OneDrive.
   - Best practices for file storage, sharing, and collaboration.
   - Hands-on demonstration: organising and accessing shared documents.

3. **Understanding Artificial Intelligence (AI)**

   - What AI is and what it isn't.
   - Types and examples of AI applications in daily life.
   - Ethical and responsible use of AI.

4. **Getting Started with ChatGPT**

   - How ChatGPT works (basic concept of large language models).
   - Practical uses: drafting content, summarising text, idea generation, email assistance, etc.
   - Best practices for effective prompting.

5. **Exploring Microsoft Power Automate**

   - Introduction to workflow automation.
   - Creating simple flows to automate repetitive tasks (e.g., email alerts, approvals).
   - Examples of workplace applications.

6. **Introduction to Microsoft Power BI**

   - Basics of data visualisation and analytics.
   - Creating simple dashboards and reports.
   - Using data insights for informed decisions.

7. **Integration and Practical Applications**

   - How AI tools and Microsoft applications complement each other.
   - Real-world examples of automation and productivity improvements.
   - Discussion: challenges and opportunities in adopting digital tools.

ASSESSMENT: None

GRADING: Not Applicable

PROGRAMME DELIVERY: Classroom

TOTAL DURATION OF THE PROGRAMME INCLUDES: 1 Day

CERTIFICATION CRITERIA: Completion of all training days on programme

CERTIFICATION BODY: Crystal Lean Solutions

RECOGNITION OF PRIOR LEARNING (RPL): N/A

PRE-REQUISITE: None

OTHER COURSES OF INTEREST FROM THE CLS TRAINING ACADEMY:

- Rapid Problem Solving
- A3 Problem Solving
- Human Error Problem Solving
- Leadership Training
- Presentation Skills
- Teamwork & Conflict Management
- Lean Six Sigma Yellow Belt
- Lean Six Sigma Green Belt