

Being Productive with AI

2-Hour Masterclass

In this focused training session, we cut through the AI hype and expectation and discuss how AI can help us work smarter and reduce work overload.

We explore how current AI tools can help with many of today's productivity challenges. We will discuss the best way to get started with AI so that time is saved and not lost. We will cover the importance of taking a strategic approach to identify where and how AI can best be used to ensure a measurable return on investment.

Topics

The following topics will be covered:

- Today's common productivity challenges and how AI can help
- Using AI as a productivity assistant, not a distraction or time waster
- Applying AI to everyday tasks: prioritising, planning, email and meetings management
- The importance of writing good prompts to get valuable and reliable outputs

Format and Group Size

These training sessions are delivered online by Productivity Consultant Moira Dunne in a relaxed, interactive and motivating atmosphere.

The group size is limited to 8 people, so that everyone gets a chance to ask questions. Participants will have the chance to try out some of their own AI scenarios using Copilot or Chat GPT, if they have access to the tools. This is not essential however as all functionality will be demonstrated by Moira.



You will also have a chance to customise the course content by submitting your questions in advance.

Course Fee

The 2-hour masterclass costs €199 per person. This fee includes:

1. 2 hours training
2. Your AI Productivity Workbook
3. AI Productivity Tips & Strategy Reference Guide
4. Access to Moira for questions by email post training

Presenter

Productivity Consultant Moira Dunne is the co-founder of beproductive.ie

You can read about her 30-year corporate career here: <https://beproductive.ie/about/>

Bespoke Training

This course is also available for delivery in-company, and the content can be customised for the specific business and work scenarios. Contact Moira for details.