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COURSE BROCHURE

# Tech-Savvy Administrator: AI for Efficiency and Innovation Course

10 – 14 October 2027
Online

# Tech-Savvy Administrator: AI for Efficiency and Innovation Course

**Ref:** 52_1324 **Date:** 10 – 14 October 2027 **Location:** Online **Fees:** 2900 GBP

Tech-Savvy Administrator: AI for Efficiency and Innovation is a 1-week training course for administrators, office managers, executive assistants and administrative supervisors, and each participant leaves with an AI Admin Playbook for their own office. AI assistants now draft letters, summarise meetings and tidy calendars, so administrative roles are being redesigned around them. The course is delivered by Jupiter Prime Training.

## Why the Tech-Savvy Administrator Matters Now

Two forces shape administrative work today. Generative AI assistants built into email, word processing and calendar software can take over routine drafting, minute-taking and scheduling. At the same time, executives expect administrators to protect confidential correspondence and personal records while using these assistants. Offices that handle this well free hours for higher-value coordination and gain administrators who propose improvements; offices that handle it badly see leaked documents, inconsistent tone and staff who avoid the tools. The course draws on the NIST AI Risk Management Framework AI RMF and ISO/IEC 42001 for safe, accountable use of AI in daily office tasks.

## Who Gains Most from the Tech-Savvy Administrator

- Professionals who handle correspondence, filing and records for a department
- Assistants who manage diaries, travel and meeting papers for senior leaders
- Office coordinators who run facilities requests, supplies and visitor arrangements
- Supervisors who allocate administrative workloads and set office procedures
- Secretariat staff who prepare board, committee and project reports

An administrative pool or executive office gains most when several assistants attend together and agree shared prompt templates and privacy rules.

## Tech-Savvy Administrator Capabilities

Participants practise handing repetitive office tasks to AI assistants while keeping judgement, tone and confidentiality in human hands.

- Write structured prompts that produce accurate letters, emails and minutes — senior leaders and external contacts
- Design an automated workflow for a recurring administrative request — office supervisors
- Apply privacy and redaction rules before sharing documents with AI tools — records and legal teams
- Build a reporting template that AI fills from spreadsheets and notes — department heads
- Test AI outputs for errors, bias and tone before sending — recipients and reputation
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Communicate a small innovation proposal with time saved and risks — line management

## Key Tech-Savvy Administrator Terms

- AI assistant — software that drafts, summarises or organises content in response to plain-language instructions.
- Prompt — the instruction given to an AI assistant, including role, task, context, format and constraints.
- Prompt template — a reusable prompt with placeholders that colleagues complete for a recurring task.
- Workflow automation — linking applications so a trigger, such as a form submission, starts a sequence of actions without manual steps.
- Hallucination — a confident but false statement produced by an AI model, such as an invented date or name.
- Data minimisation — sharing only the personal or confidential details an AI tool needs to complete a task.

## Tech-Savvy Administrator Day by Day

### Day 1: The AI-Ready Office

- Administrative Task Inventory — Which Tasks AI Can Take Over
- AI Assistants in Email, Documents and Calendars — Choosing Built-In Features
- Hospital and Ministry Office Examples — Different Confidentiality Demands
- Human Judgement Boundaries — What Administrators Must Still Decide
- Personal Time Audit — Baseline Hours Spent on Routine Work

### Day 2: Prompt Writing for Office Tasks

- Role, Task, Context, Format Prompt Pattern — Consistent Drafting Results
- Correspondence Drafting and Tone Adjustment — Formal, Neutral or Warm
- Meeting Minutes and Action Logs — Summaries From Recordings or Notes
- Translation and Bilingual Drafting Checks — Accuracy for Two Languages
- Prompt Template Library — Reusable Instructions for Colleagues

### Day 3: Automating Scheduling, Documents and Reports

- Smart Scheduling and Diary Rules — Resolving Meeting Conflicts Faster
- Document Classification and Filing Assistants — Retrieving Records Quickly
- Form-Triggered Workflow Automation — Routing Requests Without Chasing
- AI-Generated Status Reports From Spreadsheets — Weekly Summaries for Leaders
- Output Verification Checklist — Catching Hallucinations Before Sending

## Day 4: Privacy, Security and Responsible Use

- Data Classification for Office Content — Public, Internal, Confidential
- Redaction and Data Minimisation Techniques — Safe Sharing With AI Tools
- Approved Tool List and Usage Policy — Avoiding Unsanctioned Apps
- NIST AI RMF Risk Questions — Simple Checks for Office Use
- Records Retention for AI Outputs — Keeping the Audit Trail

## Day 5: Practising the AI Admin Playbook

- Live Inbox Triage Exercise — Applying Prompt Templates Under Time Pressure
- End-to-End Meeting Simulation — Scheduling, Minutes and Follow-Up
- Innovation Proposal Pitch — Time Saved, Risks and Next Steps
- Peer Review of Automations — Testing Privacy and Accuracy Controls
- AI Admin Playbook — Final Version for Office Sign-Off

## Applying the Tech-Savvy Administrator After the Course

- Share a prompt template library with the office and record minutes saved on three recurring tasks.
- Automate one form-triggered request route and present the results to the line manager.

## Tech-Savvy Administrator Questions FAQ

### What does a tech-savvy administrator do with AI and why does it matter now?

A tech-savvy administrator uses AI assistants to draft, schedule, file and report faster while protecting confidential information. It matters now because these assistants are built into everyday office software, and organisations expect administrators to use them safely.

### Which roles gain most from tech-savvy administrator AI training?

Administrators, executive assistants, office managers and administrative supervisors gain most. Secretariat staff who prepare committee papers also benefit, especially when a whole administrative pool agrees shared templates.

### How does tech-savvy administrator AI training differ from a general office software course?

It focuses on AI assistants and automation rather than menus and formatting. A general office software course teaches features; this tech-savvy administrator course teaches prompt writing, verification, privacy rules and proposing improvements.

### What do you bring back from tech-savvy administrator AI training?

You bring back a playbook for your office. It holds tested prompt templates, one automated workflow, a privacy checklist and a short proposal showing time saved for your manager.

## Tech-Savvy Administrator: The Way Forward

The AI Admin Playbook first informs which recurring office task moves to an AI assistant next. Administrators, assistants and their supervisors use it as a shared reference for prompts, privacy checks and automations. After a month of use, the template library and approved tool list deserve a fresh look, since real requests reveal which prompts need clearer constraints.