JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

AI-Driven Leadership and Productivity Optimisation Training Course

24 – 28 January 2027
Kuala Lumpur

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

AI-Driven Leadership and Productivity Optimisation Training Course

Ref: 77_1936 **Date:** 24 – 28 January 2027 **Location:** Kuala Lumpur **Fees:** 4900 GBP

AI-Driven Leadership and Productivity Optimisation is a 1-week training course for executives, senior managers and team leaders, in which participants design a leader AI productivity operating plan covering their own week and their team's rhythm. Calendars overflow, inboxes multiply and AI assistants can now draft, summarise and schedule, so the leaders who redesign their working habits around them reclaim hours for judgement and people. The course is delivered by Jupiter Prime Training.

Why AI-Driven Leadership and Productivity Optimisation Matters Now

Three pressures meet in a leader's week. Meeting load and message volume keep growing across hybrid teams; AI assistants built into email, calendars and documents promise time savings that few leaders capture deliberately; and staff watch how their leaders use these assistants before deciding whether to trust them. Leaders who redesign their rhythm free time for strategy, coaching and difficult conversations. Those who bolt assistants onto old habits simply produce more drafts and more meetings, and risk burnout in their teams. Responsible use draws on ISO/IEC 42001 AI management systems and the NIST AI Risk Management Framework NIST AI RMF.

Who Gains Most from AI-Driven Leadership and Productivity Optimisation

- Leaders who set direction and allocate their own time across strategy, operations and people
- Leaders who chair recurring meetings and own decision forums
- Leaders who delegate work and track commitments across several teams
- Leaders responsible for team morale, workload balance and performance conversations
- Leaders expected to model responsible use of AI assistants for their staff

A leadership team gains most when a chief executive and direct reports attend together, because meeting cadence, delegation rules and assistant norms only change when the people who share a calendar change them at once.

AI-Driven Leadership and Productivity Optimisation Capabilities

Participants leave able to audit how their hours are spent, hand the right tasks to assistants and use the time released for work only a leader can do.

- Assess personal calendar and inbox patterns with an AI-supported time audit — the leader and an executive assistant
- Design meeting formats with AI agendas, summaries and action tracking — leadership forums and boards
- Apply decision journals and assistant-prepared briefings to recurring choices — executive committees
- Build delegation maps that split tasks between people and assistants — direct reports
- Test team pulse and workload signals for early burnout risk — HR business partners and team members
- Communicate assistant norms and coach staff in their use — the wider team

Key AI-Driven Leadership and Productivity Optimisation Terms

- AI assistant — software built into everyday tools that drafts, summarises, schedules and searches on a user's instruction.
- Time audit — a structured review of where working hours go, used to find meetings and tasks to cut, shorten or delegate.
- Deep work — uninterrupted, focused time on demanding thinking tasks, protected from meetings and messages.
- Decision journal — a record of a decision's context, options, expected outcome and later result, used to sharpen judgement.
- Operating rhythm — the recurring cadence of meetings, reviews and check-ins through which a leader runs a team.
- Team pulse survey — a short, frequent check on morale, workload and clarity that reveals trends before they become problems.

AI-Driven Leadership and Productivity Optimisation Day by Day

Day 1: The Leader's Time and Attention Under Pressure

- AI-Supported Calendar and Inbox Audit — Where Leadership Hours Go
- Eisenhower Matrix With Assistant Triage — Urgent Versus Important Work
- Hybrid Team Communication Load — Channel Overload and Response Norms
- Leadership Cases From Healthcare and Engineering Consultancy — Time Reclaimed
- Personal AI Assistant Readiness Check — Tools, Access and Confidentiality

Day 2: Meetings, Briefings and Decisions

- Meeting Redesign With AI Agendas and Summaries — Fewer, Shorter Forums
- Action Tracking and Follow-Up Automation — Commitment Visibility
- Assistant-Prepared Decision Briefings — Options, Evidence and Risks
- Decision Journals and Pre-Mortems — Judgement Quality Over Time
- Board and Executive Pack Drafting — Clarity and Accuracy Checks

Day 3: Delegation and AI-Augmented Workflows

- Delegation Map: People, Assistants and Automations — Task Allocation
- AI-Augmented Workflow Design for Recurring Reports — Hand-Off Points
- Prompt Templates for Leadership Communication — Tone and Consistency
- OKR Tracking With Assistant Updates — Progress Visibility Without Chasing
- Verification Habits for AI Outputs — Hallucination and Confidentiality Safeguards

Day 4: Team Performance, Wellbeing and Responsible Use

- Team Pulse and Workload Analytics — Early Burnout Signals
- Coaching Conversations Prepared With AI — Feedback Quality and Fairness
- Coaching Staff to Use Assistants — Skill Levels and Learning Paths
- ISO/IEC 42001 and NIST AI RMF for Leaders — Acceptable Use Norms
- Monitoring Ethics and Employee Trust — Where Insight Becomes Surveillance

Day 5: Practising the Leader AI Productivity Operating Plan

- Redesigned Weekly Calendar — Deep Work, Forums and Coaching Blocks
- Team Meeting Cadence With Assistant Support — Agendas, Summaries and Actions
- Delegation and Workflow Commitments — Applying the Delegation Map
- Personal Productivity Measures — Hours Reclaimed and Decision Turnaround
- Leader AI Productivity Operating Plan — Rhythm, Norms, Measures and Review Points

Applying AI-Driven Leadership and Productivity Optimisation After the Course

- Run a two-week AI-supported calendar and inbox audit, then cancel, shorten or delegate at least three recurring meetings with clear reasons shared with the team.
- Introduce assistant-prepared agendas and summaries for one leadership forum and track action completion and meeting length over a month.

AI-Driven Leadership and Productivity Optimisation Questions FAQ

What is AI-driven leadership and productivity optimisation, and why does it matter now?

It is the deliberate redesign of a leader's time, meetings, decisions and delegation around AI assistants. It matters now because assistants are already inside everyday tools, yet few leaders change their habits enough to free real time for strategy and people.

Which roles gain most from AI-driven leadership and productivity optimisation?

Executives, senior managers and team leaders with crowded calendars gain most. You learn to audit your week, redesign forums, split tasks between people and assistants, and coach your team to follow the same norms.

How does AI-driven leadership and productivity optimisation differ from a departmental AI use-case course?

It centres on the leader's own operating rhythm rather than departmental processes. Instead of scoring business use cases, you redesign your calendar, meetings, decision habits and delegation, and set norms for how your team uses assistants.

What do you bring back from AI-driven leadership and productivity optimisation?

You bring back a productivity operating plan. It sets a redesigned weekly calendar, a team meeting cadence with assistant support, delegation commitments, personal measures and the review points at which you adjust them.

AI-Driven Leadership and Productivity Optimisation: The Way Forward

The leader AI productivity operating plan first informs which recurring meetings are cut, shortened or handed to assistant support. The leader, an executive assistant and direct reports use it to agree new norms. After the first month, revisit hours reclaimed and the team pulse, because they show whether time saved went to strategy and coaching or simply filled with more work.