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COURSE BROCHURE

# AI for Business Professionals: Everyday Productivity Course

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Manama

**jupiterprime.uk**

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

# AI for Business Professionals: Everyday Productivity Course

**Ref:** 84_2117 **Date:** 13 – 17 December 2026 **Location:** Manama **Fees:** 5500 GBP

AI for Business Professionals: Everyday Productivity is a 1-week training course for non-technical managers, team leaders and business professionals in any function, ending with a personal AI productivity plan built around their own weekly tasks. Generative AI assistants now sit inside email, documents and spreadsheets, and colleagues who use them well finish routine drafting and reporting much sooner. Jupiter Prime Training runs this AI for Business Professionals course.

## Why AI for Business Professionals: Everyday Productivity Matters Now

Three pressures meet at the desk. Assistants arrive bundled with office software whether or not staff have been shown how to use them. Managers expect quicker reports, briefings and replies without extra headcount. Information security teams worry about confidential files pasted into public chat tools. A department whose people prompt well, check outputs and protect sensitive content gains hours each week; one that does not gets confident errors and leaked data. The course draws on ISO/IEC 42001 for AI management and the NIST AI Risk Management Framework NIST AI RMF to frame safe everyday use.

## Who Gains Most from AI for Business Professionals: Everyday Productivity

- Managers who write reports, briefings and proposals each week
- Team leaders who run meetings and track actions across a group
- Analysts and coordinators who live in spreadsheets and dashboards
- Customer-facing staff who answer enquiries and draft correspondence
- Project and office staff who summarise long documents for decision makers

A department gains most when several colleagues attend together and leave with shared prompt templates and one agreed rule for what may be pasted into an assistant.

## AI for Business Professionals: Everyday Productivity Capabilities

Participants practise on their own emails, reports and spreadsheets, learning which tasks an assistant speeds up and which still need careful human drafting.

- Build reusable prompt templates for recurring writing tasks — line managers
- Apply summarisation to long reports and meeting transcripts — busy decision makers
- Analyse spreadsheets with natural language questions and formula help — finance and operations colleagues
- Test AI outputs for accuracy, tone and missing facts — clients and senior readers
- Specify safe data handling rules for confidential content — information security
- Weigh candidate use cases by time saved and error risk — department heads

## Key AI for Business Professionals: Everyday Productivity Terms

- Generative AI assistant — software that drafts text, summaries, tables or images in response to a written instruction.
- Prompt — the written instruction given to an assistant, including role, task, context, format and constraints.
- Hallucination — a confident but false statement produced by an AI model, such as an invented figure or source.
- Context window — the amount of text an assistant can consider at once, which limits how much of a document it can read.
- Retrieval from documents — letting an assistant answer from selected files rather than its general training.
- Human review — checking and correcting AI output before it is sent, published or used for a decision.

## AI for Business Professionals: Everyday Productivity Day by Day

### Day 1: The Assistant at the Desk

- Generative AI Basics — What Assistants Do Well and Poorly
- Task Audit of a Working Week — Where Hours Actually Go
- Retail and Public Service Cases — Assistants in Daily Office Use
- Assistant Options in Office Suites — Choosing the Right Entry Point
- Acceptable Use Rules — What Content Stays Out of Assistants

### Day 2: Prompting and Drafting

- Prompt Structure — Role, Task, Context, Format and Constraints
- Drafting Emails and Proposals — Tone for Different Readers
- Rewriting and Editing — Plain Language and Length Control
- Reusable Prompt Templates — Building a Personal Library
- Iterative Refinement — Follow-Up Prompts That Fix Weak Drafts

### Day 3: Summaries, Meetings and Spreadsheets

- Document Summarisation — Briefing Notes From Long Reports
- Meeting Notes and Action Lists — From Transcript to Follow-Up
- Spreadsheet Questions in Natural Language — Formulas and Pivot Help
- Chart and Insight Drafting — Turning Figures Into Commentary
- Retrieval From Selected Files — Answers Grounded in Own Documents

### Day 4: Checking Quality and Protecting Data

- Fact-Checking Routines — Catching Hallucinated Figures and Sources
- Bias and Tone Review — Fair Wording for Customers and Staff
- Confidential Data Handling — Redaction Before Pasting
- NIST AI RMF Map Function — Everyday Use Risks
- ISO/IEC 42001 Principles — Responsibility for AI-Assisted Outputs

## Day 5: Practising the Personal AI Productivity Plan

- Week Task Audit From Day 1 — Priority Tasks
- Prompt Library From Day 2 — Templates Ready for Use
- Summary and Spreadsheet Routines From Day 3 — Time Saved
- Quality and Data Rules From Day 4 — Personal Checks
- Personal AI Productivity Plan — Thirty Day Adoption Schedule

## Applying AI for Business Professionals: Everyday Productivity After the Course

- Replace one recurring weekly report with an assistant-drafted version using a saved prompt template, then log time saved and corrections needed.
- Introduce AI meeting summaries for one regular team meeting and check each action list against the notes before circulating.

## AI for Business Professionals: Everyday Productivity Questions FAQ

### What is AI for business professionals and why does it matter now?

AI for business professionals is the everyday use of generative assistants to draft, summarise and analyse office work. It matters now because these assistants already sit inside common office software and colleagues need safe, effective habits.

### Which roles gain most from AI for business professionals training?

Managers, team leaders, analysts, coordinators and customer-facing staff gain most. Anyone who writes reports, runs meetings or works in spreadsheets will find tasks to speed up.

### How does AI for business professionals: everyday productivity differ from an advanced AI strategy course?

It focuses on your own daily tasks rather than enterprise strategy. You practise prompts, summaries, spreadsheet questions and output checks instead of building investment cases or roadmaps.

### What do you bring back from AI for business professionals training?

You bring back a personal AI productivity plan with a task audit, a prompt template library, quality checks and safe data rules for the month ahead.

## AI for Business Professionals: Everyday Productivity: The Way Forward

The personal AI productivity plan informs the first choice: which recurring task moves to an assistant next week. Participants share it with their line manager so templates and data rules spread across the department. After thirty days, revisit time saved and the corrections each template needed, because assistant features and team habits change quickly once usage grows.