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COURSE BROCHURE

# AI for Productivity Course: Five Working Traits

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# AI for Productivity Course: Five Working Traits

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AI for Productivity is a 1-week training course for managers, team leaders and knowledge workers, built on five working traits and ending with one work product: an AI workflow playbook for their own role and team. Generative assistants now sit inside email and document software, and the gap between dependable output and plausible noise is widening. Jupiter Prime Training delivers this course.

## Why AI for Productivity Matters Now

Two forces meet in every office. Office suites now bundle assistants and drafting agents, and leaders expect visible time savings from the licences bought. Staff, meanwhile, use these assistants unevenly: some save hours a week, others paste unchecked text into client reports. An organisation that builds shared habits of framing, checking and delegating gains capacity; one that leaves usage to chance spreads errors and confidential material. The course draws on the NIST AI Risk Management Framework AI RMF for its verification habits and on ISO/IEC 42001, the AI management system standard, for acceptable-use boundaries.

## Who Gains Most from AI for Productivity

- People who set how a small team produces recurring reports and correspondence
- Coordinators who track actions, minutes and status updates
- Specialists who research, draft and summarise long documents
- Operations staff who own checklists and standard replies
- Office leads who decide which assistant features a department switches on

A department that sends a manager and two or three of its writers or coordinators together gains most, leaving with shared prompting conventions and one checking routine.

## AI for Productivity Capabilities

The five traits are clear framing, iteration, verification, delegation and judgement; each outcome below turns one of them into a habit a manager can observe.

- Design prompts with role, context, constraints and output format — the colleague who receives the draft
- Apply iterative refinement and critique loops to a first draft — the deadline for a client-ready document
- Test assistant output against sources, figures and tone guides — the reviewer signing off a report
- Specify which tasks to delegate to an assistant or agent — the team lead allocating weekly workload
- Weigh speed against accuracy and confidentiality risk — the choice to use or bypass an assistant
- Calculate hours saved per recurring task — the manager justifying assistant licences

## Key AI for Productivity Terms

- Prompt framing — stating the role, goal, audience, constraints and format an assistant should follow.
- Iterative refinement — improving output through successive targeted instructions rather than accepting the first attempt.
- Hallucination — confident but false content produced by a language model, such as invented figures, quotes or references.
- Task decomposition — breaking work into smaller steps an assistant can complete and a person can check.
- Prompt library — a shared, versioned collection of tested prompts for a team's recurring tasks.
- Human judgement checkpoint — a defined point where a person decides whether assistant output is accurate and appropriate to send.

## AI for Productivity Day by Day

### Day 1: Framing — Setting Up the Assistant to Succeed

- Task Inventory and Time Audit — Which Recurring Work Suits an Assistant
- Role, Context, Constraint and Format Prompt Pattern — Draft Quality
- Audience and Tone Specifications — Client Letters Versus Internal Notes
- Reference Material Upload and Grounding — Reducing Invented Content
- Acceptable-Use Boundaries for Confidential Information — What Never Enters a Prompt

### Day 2: Iteration — Shaping Drafts Through Dialogue

- Critique-and-Revise Loops — Moving from Rough to Client-Ready Drafts
- Few-Shot Examples and Style Samples — Matching House Standards
- Long Document Summarisation Techniques — Board Packs and Research Reports
- Meeting Transcript to Action Log Conversion — Follow-Up Ownership
- Spreadsheet Formula and Chart Assistance — Faster Monthly Reporting

### Day 3: Verification — Checking Before Anything Leaves the Desk

- Hallucination Spotting Checklist — Figures, Names, Quotes and References
- Source Cross-Checking Routines — Accuracy of Policy and Market Claims
- NIST AI RMF Measure Function — Testing Output Reliability
- Bias and Tone Review — Fair Language in Staff and Customer Messages
- Version Control for AI-Assisted Documents — Audit Trail and Accountability

### Day 4: Delegation and Judgement — Dividing Work Between People and Agents

- Task Decomposition Canvas — Assigning Steps to Assistant or Person
- Agentic Workflow Design in Email and Calendar — Scheduling and Triage
- Human Judgement Checkpoints — Approval Before External Release
- Shared Prompt Library Set-Up — Team Consistency and Reuse
- Time-Saving Measurement Log — Evidence for Licence Renewal Decisions

## Day 5: Practising the AI Workflow Playbook

- Applying the Framing Pattern to a Healthcare Administration Case — Patient Letters
- Applying Critique Loops to a Logistics Status Report — Weekly Updates
- Applying the Verification Checklist to a Finance Briefing — Sign-Off Readiness
- Workflow Redesign Map for One Recurring Process — Before and After Hours
- AI Workflow Playbook — Five Traits Applied to the Participant's Role

## Applying AI for Productivity After the Course

- Run a time audit on three recurring tasks and redesign the one with the largest saving.
- Set up a shared prompt library with tested prompts and a verification checklist for the team's most common document.

## AI for Productivity Questions FAQ

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

AI for Productivity is the disciplined use of generative assistants to produce dependable work faster. It matters now because assistants are built into office software, and results depend more on habits than on the product bought.

### Which roles gain most from AI for Productivity?

Team leaders, coordinators and specialists who write, summarise or report every week gain most. Faster drafting only helps them when framing and checking habits keep quality steady.

### How does AI for Productivity differ from a technical prompt engineering course?

It focuses on working traits rather than model internals. Instead of coding or system prompts, it builds five habits a manager can coach and observe: framing, iteration, verification, delegation and judgement, applied to letters, reports, meetings and spreadsheets.

### What do you bring back from AI for Productivity?

You bring back a playbook that applies the five traits to your own role, with tested prompts, a verification checklist and a redesigned workflow for one recurring task.

## AI for Productivity: The Way Forward

The AI workflow playbook is the anchor. Its first use is deciding which recurring task moves to an assistant next month, and the participant shares it with their manager and immediate colleagues. After a month of use, revisit the judgement checkpoints: they show whether time saved has come at the cost of accuracy or tone.