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COURSE BROCHURE

AI for Corporate Support and Decision-Making Training Course

12 – 16 April 2027
Vienna

AI for Corporate Support and Decision-Making Training Course

Ref: 98_2473 **Date:** 12 – 16 April 2027 **Location:** Vienna **Fees:** 6600 GBP

AI for Corporate Support and Decision-Making is a 1-week training course for executive assistants, business support managers, office managers and corporate services staff, ending with an executive support AI toolkit for one leadership office. Leaders now expect sharper briefing packs and faster decision memos, and the staff who prepare them carry the risk of an error or a leak. Jupiter Prime Training runs this AI for Corporate Support and Decision-Making course.

Why AI for Corporate Support and Decision-Making Matters Now

Executive diaries are fuller, board agendas longer and the reading behind each decision heavier. Generative assistants can draft briefing notes, summarise reports and compare options in minutes, yet a fabricated figure in a board paper or a confidential memo pasted into a public tool can damage an organisation badly. Leaders also want the reasoning behind a recommendation, not just a tidy page. A support office that uses AI with clear verification and confidentiality rules gives leaders better decisions sooner; one that does not spreads errors upward. The course draws on ISO/IEC 42001 for AI management and the NIST AI Risk Management Framework NIST AI RMF for safe use.

Who Gains Most from AI for Corporate Support and Decision-Making

- Executive assistants who prepare leaders' diaries, briefings and correspondence
- Business support managers who run committee papers and action logs
- Office managers who coordinate meetings, minutes and follow-up
- Chiefs of staff and corporate services staff who draft decision memos
- Board and committee secretaries who manage papers and records

A leadership office gains most when its executive assistants, committee secretaries and chief of staff attend together and agree one template set and one verification routine for everything sent to leaders.

AI for Corporate Support and Decision-Making Capabilities

Participants work on real-style board papers, meeting recordings and research requests, deciding which drafting steps an assistant can take and which judgements stay with the support professional.

- Build briefing packs from long reports with source-linked summaries — chief executives and directors
- Design minute and action-log routines from meeting transcripts — committee chairs
- Apply option analysis and pros-and-cons tables to pending decisions — leadership teams
- Test AI-drafted figures, quotes and references before circulation — board members
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Specify confidentiality tiers for content entering assistants — legal and information security
- Communicate decision memos in a consistent structure — senior readers

Key AI for Corporate Support and Decision-Making Terms

- Briefing pack — a short set of notes and attachments that prepares a leader for a meeting, visit or decision.
- Decision memo — a structured note setting out the issue, options, analysis and recommendation for a leader to approve.
- Action log — a tracked list of agreed actions, owners and deadlines arising from meetings.
- Source verification — checking every figure, quote and reference in an AI draft against the original document.
- Prompt pattern — a reusable instruction structure for a recurring support task, such as a briefing note or minute.
- Confidentiality tier — a classification that sets which documents may be used with which AI tools.

AI for Corporate Support and Decision-Making Day by Day

Day 1: The Modern Leadership Office

- Executive Support Workflow Map — Where Leaders Wait on Paperwork
- Decision Cycle Review — From Agenda Request to Signed Approval
- Banking and Government Office Cases — Assistants in Leadership Support
- Current Tool Audit — Office Suites, Transcription and Assistants
- Confidentiality Tiers — What Stays Outside Public Assistants

Day 2: Briefing Packs and Research Summaries

- Prompt Patterns for Briefing Notes — Context, Purpose and Length
- Multi-Document Summaries — Reports, Contracts and Market Notes
- Research Requests — Gathering and Ranking Sources Quickly
- Stakeholder Profiles — Background Before Visits and Negotiations
- Source Verification Routine — Linking Every Claim to Its Origin

Day 3: Meetings, Minutes and Action Tracking

- Agenda Drafting — Sequencing Items for Decisions
- Transcript to Minutes — Accuracy, Tone and Attribution
- Action Log Automation — Owners, Deadlines and Reminders
- Follow-Up Correspondence — Drafting After Board and Committee Meetings
- Records Retention — Storing AI-Assisted Minutes Properly

Day 4: Option Analysis and Decision Memos

- Option Comparison Tables — Criteria, Weights and Trade-Offs
- Scenario Questions — What Changes if Assumptions Shift
- Decision Memo Structure — Issue, Options and Recommendation
- NIST AI RMF Govern Function — Accountability for AI Drafts
- ISO/IEC 42001 Principles — Human Oversight in Leadership Support

Day 5: Practising the Executive Support AI Toolkit

- Workflow Map and Tiers From Day 1 — Scope
- Briefing Patterns From Day 2 — Template Library
- Minutes and Action Logs From Day 3 — Meeting Routine
- Memo Structure From Day 4 — Decision Format
- Executive Support AI Toolkit — Office-Ready Templates and Checks

Applying AI for Corporate Support and Decision-Making After the Course

- Rebuild the briefing pack for one upcoming leadership meeting with the new prompt patterns and log every claim checked against its source.
- Run AI-assisted minutes for one committee meeting and compare the draft action log with the chair's own notes before circulation.

AI for Corporate Support and Decision-Making Questions FAQ

What is AI for corporate support and decision-making and why does it matter now?

AI for corporate support and decision-making is the use of generative assistants to prepare briefing packs, minutes, research summaries and decision memos for leaders. It matters now because leaders expect faster, better-evidenced papers while confidentiality risks grow.

Which roles gain most from AI for corporate support and decision-making training?

Executive assistants, business support managers, office managers and committee secretaries gain most. Chiefs of staff also benefit, since they shape the decision memos leaders sign.

How does AI for corporate support and decision-making differ from a general AI productivity course?

It centres on work prepared for leaders rather than personal tasks. You build briefing packs, minutes, option tables and decision memos with verification and confidentiality rules.

What do you bring back from AI for corporate support and decision-making training?

You bring back an executive support AI toolkit for your leadership office, with prompt patterns, templates, a verification routine and confidentiality tiers.

AI for Corporate Support and Decision-Making: The Way Forward

The executive support AI toolkit informs the first office decision: which recurring leadership papers move to AI-assisted drafting and which stay fully manual. Executive assistants, committee secretaries and the chief of staff use it daily. After the first board cycle, revisit verification logs and leader feedback, because the questions leaders ask change once papers arrive faster.