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COURSE BROCHURE

# AI Productivity Tools Training Course for Managers

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# AI Productivity Tools Training Course for Managers

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AI Productivity Tools for managers is a 1-week training course for department heads, supervisors and office professionals who want measurable time savings from AI assistants across email, meetings, spreadsheets and presentations, and who leave with a team time-savings rollout plan. Assistants are now bundled into the office suites most organisations already licence, so the question has shifted from access to disciplined everyday use. AI Productivity Tools training is delivered by Jupiter Prime Training.

## Why AI Productivity Tools Matter Now

Two forces and one stakeholder group shape AI productivity tools today. Office suites now ship with built-in assistants for inbox triage, meeting recaps and slide drafting. Workloads keep rising while headcount stays flat, so managers are asked to deliver more hours of output from the same people. Finance and executive sponsors want evidence that licences pay back. A manager who deploys these assistants with clear routines recovers hours each week; one who leaves usage scattered sees inconsistent quality and unused licences. The course anchors its usage guardrails in ISO/IEC 42001, the AI management system standard, and the NIST AI Risk Management Framework AI RMF.

## Who Gains Most from AI Productivity Tools

- Managers who run heavy inboxes and need faster triage, replies and follow-up tracking
- Supervisors who chair recurring meetings and want reliable recaps, decisions and action logs
- Office professionals who build spreadsheets and status reports every week
- Department heads who prepare briefing decks and board papers under time pressure
- Team leaders who must choose which assistant features their people use and how savings are measured

A management layer that sends several supervisors together gains most, because they can agree one set of meeting, email and reporting routines for the whole department.

## AI Productivity Tools Capabilities

Participants turn scattered assistant experiments into repeatable routines with a stopwatch on every one.

- Apply inbox triage and reply-drafting routines with AI assistants — the manager clearing correspondence backlogs
- Design meeting workflows covering agenda drafting, live transcription and action-log generation — attendees relying on the record
- Build spreadsheet formulas and pivot summaries through natural-language requests — the colleague reading weekly figures
- Specify slide outlines and briefing decks generated from source notes — the executive receiving the brief
- Calculate hours recovered per routine using a before-and-after time log — the sponsor funding licences
- Communicate a phased rollout with usage norms and champions — the staff asked to change habits

## Key AI Productivity Tools Terms

- Copilot assistant — an AI feature embedded in office software that drafts, summarises or analyses content inside the application being used
- Inbox triage — sorting incoming messages by urgency and required action, increasingly done with assistant-generated summaries and priority flags
- Action log — a record of decisions, owners and deadlines produced from a meeting, often drafted automatically from a transcript
- Time-on-task baseline — the measured time a routine takes before an assistant is introduced, used to calculate savings
- Routine redesign — restructuring the sequence of a recurring task so the assistant handles drafting and people handle judgement
- Usage champion — a colleague who coaches peers on assistant routines and collects feedback during rollout

## AI Productivity Tools Day by Day

## Day 1: The Assistant-Enabled Office

- Assistant Features Across Email, Documents and Spreadsheets — Matching Features to Routines
- Time-on-Task Baseline Logging — Where Managerial Hours Disappear
- Routine Candidate Scoring — Frequency, Effort and Error Tolerance
- Confidential Content Rules — What Stays Outside the Assistant
- NIST AI RMF Govern Function — Setting Usage Accountability

## Day 2: Email and Meeting Routines

- Inbox Triage With Assistant Summaries — Prioritising Replies and Escalations
- Reply Drafting With Tone Instructions — Consistency of Stakeholder Correspondence
- Agenda Drafting From Previous Action Logs — Focused Meeting Preparation
- Live Transcription and Recap Generation — Accuracy of Meeting Records
- Action-Log Extraction and Follow-Up Reminders — Closing Open Commitments

## Day 3: Spreadsheets, Reports and Presentations

- Natural-Language Formula Requests — Speed of Weekly Reporting
- Pivot Summaries and Variance Notes — Explaining Movement in Figures
- Slide Outline Generation From Source Notes — Structure of Briefing Decks
- Executive Summary Compression — Readability for Senior Readers
- Fact-Checking Generated Figures — Reliability of Published Reports

## Day 4: Routine Redesign and Measurement

- Task Planning With Assistant-Built Schedules — Weekly Priority Setting
- Routine Redesign Mapping — Dividing Drafting From Judgement
- Before-and-After Time Logs — Calculating Hours Recovered
- Licence Utilisation Reports — Deciding Seat Allocation
- ISO/IEC 42001 Usage Policy Themes — Aligning Routines With Organisational Rules

## Day 5: Practising the Team Time-Savings Rollout Plan

- Re-Scoring Routine Candidates — Final Selection From Baseline Logs
- Meeting and Inbox Routine Rehearsal — Retail and Logistics Cases
- Savings Calculation Walkthrough — Peer Challenge of Estimates
- Usage Champion Network Design — Coaching and Feedback Loops
- Team Time-Savings Rollout Plan — Phased Routines, Measures and Owners

## Applying AI Productivity Tools After the Course

- Run a two-week time-on-task baseline for three recurring routines in the department, then introduce assistant support and compare the logs
- Appoint two usage champions and launch shared meeting recap and inbox triage routines with a monthly savings report to the sponsor

## AI Productivity Tools Questions FAQ

### What are AI Productivity Tools and why do they matter now?

AI Productivity Tools are assistants built into office software that draft, summarise and analyse email, meetings, spreadsheets and slides. They matter now because most organisations already pay for them, yet few managers measure whether they actually save time.

### Which roles gain most from AI Productivity Tools training?

Managers, supervisors and office professionals with heavy correspondence, frequent meetings and weekly reporting gain most. Examples from retail, logistics, healthcare administration and professional services show how the same routines apply across very different offices.

## How do AI Productivity Tools differ from an AI prompt writing course?

AI Productivity Tools training focuses on redesigning recurring managerial routines and measuring hours saved. A prompt writing course goes deeper into instruction structure and output evaluation; here you work on inbox, meeting and reporting routines and their rollout to a whole department.

## What do you bring back from AI Productivity Tools training?

You bring back a phased plan for introducing assistant routines in your department. It includes baseline time logs, selected routines, savings calculations and a champion network ready to start the following week.

## AI Productivity Tools: The Way Forward

The team time-savings rollout plan sets out which routines change first, how hours recovered are measured and who coaches colleagues. Its first decision is which department routines move to assistant support next month, and sponsors use it to judge licence allocation. After the first measurement cycle, revisit whether saved hours went into higher-value work or simply disappeared.