JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

AI Solutions for Office Administration Training Course

7 – 11 December 2026
London

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

AI Solutions for Office Administration Training Course

Ref: 121_3034 **Date:** 7 – 11 December 2026 **Location:** London **Fees:** 5900 GBP

AI Solutions for Office Administration is a 1-week training course for office administrators, executive assistants and office managers who run diaries, correspondence, filing, travel and committee support, and who leave with an office automation plan for their own administrative unit. Scheduling assistants, document classifiers and form-reading tools now handle much of the clerical load that once filled an assistant's day. AI Solutions for Office Administration is delivered by Jupiter Prime Training.

Why AI Solutions for Office Administration Matter Now

Three forces shape AI solutions for office administration today. Calendar, mail and document platforms now include smart scheduling, auto-filing and form extraction as standard features. Executives expect assistants to coordinate more meetings, trips and approvals across more time zones without extra staff. Data protection officers want personal details in diaries, passports and visitor logs handled under clear rules. An administrative unit that configures these tools well frees time for coordination and judgement; one that adopts them carelessly misfiles records and exposes personal data. The course uses ISO/IEC 42001, the AI management system standard, and the NIST AI Risk Management Framework AI RMF for its handling rules.

Who Gains Most from AI Solutions for Office Administration

- Executive assistants who manage diaries, travel bookings and correspondence for one or more senior leaders
- Office administrators who maintain filing systems, visitor logs and supply requests
- Office managers who allocate administrative workload and set procedures for the front office
- Committee secretaries who prepare agendas, board packs and minutes
- Records officers who apply retention schedules and handle document requests

An executive office that sends its assistants and office manager together gains most, because they can agree shared calendar conventions, naming rules and approval routes.

AI Solutions for Office Administration Capabilities

Participants set up and supervise assistant features across the clerical tasks of a busy front office.

- Apply smart scheduling to resolve diary clashes across time zones — the executive whose calendar is protected
- Build correspondence templates and reply drafts for recurring letters — external stakeholders receiving them
- Design an auto-classification scheme for incoming documents and scans — the records officer applying retention
- Specify travel itinerary and expense-claim extraction steps — the finance colleague approving costs
- Test minute-taking and action-item capture for committee meetings — the chair signing off minutes
- Assess personal data exposure in administrative workflows — the data protection officer

Key AI Solutions for Office Administration Terms

- Smart scheduling — calendar software that proposes meeting slots by reading attendee availability, preferences and time zones
- Document auto-classification — software that sorts incoming files and scans into folders or categories based on their content
- Optical character recognition OCR — technology that converts scanned or photographed text into editable, searchable characters
- Retention schedule — a list stating how long each type of record is kept and when it is archived or destroyed
- Form extraction — automatic capture of named fields, such as dates or amounts, from invoices, claims and application forms
- Approval workflow — a defined sequence of review and sign-off steps that a request follows before it is actioned

AI Solutions for Office Administration Day by Day

Day 1: The Changing Administrative Office

- Administrative Task Inventory — Mapping Diary, Filing, Travel and Committee Load
- AI Features in Calendar, Mail and Document Platforms — Matching Features to Duties
- Personal Data in Administrative Records — Classifying What Needs Protection
- NIST AI RMF Map Function — Framing Context for Office Use
- Automation Candidate Scoring — Volume, Repetition and Error Impact

Day 2: Diaries, Meetings and Committees

- Smart Scheduling and Clash Resolution — Protecting Executive Focus Time
- Meeting Room and Visitor Booking Automation — Front-Office Coordination
- Agenda and Board Pack Assembly — Consistent Committee Preparation
- Minute-Taking With Transcription — Accuracy of Decisions and Actions
- Action-Item Tracking and Reminders — Follow-Through After Committees

Day 3: Correspondence, Documents and Records

- Letter and Memo Templates With Reply Drafting — Tone for External Recipients
- Optical Character Recognition for Scanned Files — Searchable Archives
- Document Auto-Classification Schemes — Folder Structure and Naming Rules
- Retention Schedule Application — Archiving and Disposal Decisions
- Records Request Handling — Locating and Releasing Documents

Day 4: Travel, Expenses and Approval Workflows

- Travel Itinerary Assembly — Flights, Hotels and Visa Document Checklists
- Expense Claim and Receipt Extraction — Finance Approval Readiness
- Supply and Purchase Request Forms — Routing to Budget Holders
- Approval Workflow Design — Sign-Off Steps and Escalation Points
- ISO/IEC 42001 Control Themes — Oversight of Automated Administrative Steps

Day 5: Practising the Office Automation Plan

- Re-Scoring Automation Candidates — Final Choices From Day One Inventory
- Diary and Committee Scenario — Government Ministry and Hospital Executive Office Cases
- Records and Travel Workflow Walkthrough — Peer Review of Approval Steps
- Privacy Check of Proposed Automations — Data Protection Sign-Off
- Office Automation Plan — Sequenced Changes, Owners and Measures

Applying AI Solutions for Office Administration After the Course

- Configure smart scheduling rules and shared calendar conventions for one executive office and track clashes avoided over four weeks
- Pilot document auto-classification on one incoming mail stream and check the results against the retention schedule

AI Solutions for Office Administration Questions FAQ

What are AI Solutions for Office Administration and why do they matter now?

AI Solutions for Office Administration are tools that schedule meetings, draft letters, classify documents, extract form data and support travel and committee work. They matter now because these features are already built into office platforms and executives expect faster coordination.

Which roles gain most from AI Solutions for Office Administration?

Executive assistants, office administrators, office managers, committee secretaries and records officers gain most. Examples from government ministries and hospital executive offices show how diaries, records and approvals can be automated while keeping personal data protected.

How do AI Solutions for Office Administration differ from a general AI productivity course?

AI Solutions for Office Administration focus on administrative duties such as diaries, records retention, travel, expenses and committee support. A general productivity course targets managers' own email and reporting; here you redesign the front office's clerical workflows.

What do you bring back from AI Solutions for Office Administration?

You bring back a sequenced plan for automating your office's administrative workflows. It lists chosen tasks, owners, approval steps, privacy checks and measures, ready to agree with your office manager.

AI Solutions for Office Administration: The Way Forward

The office automation plan sets out which diary, records, travel and committee workflows change first, who owns each and how results are measured. Its first decision is which workflow moves to automated support next month, and office managers use it to rebalance administrative workload. After the first quarter, revisit the retention and privacy settings as document volumes grow.