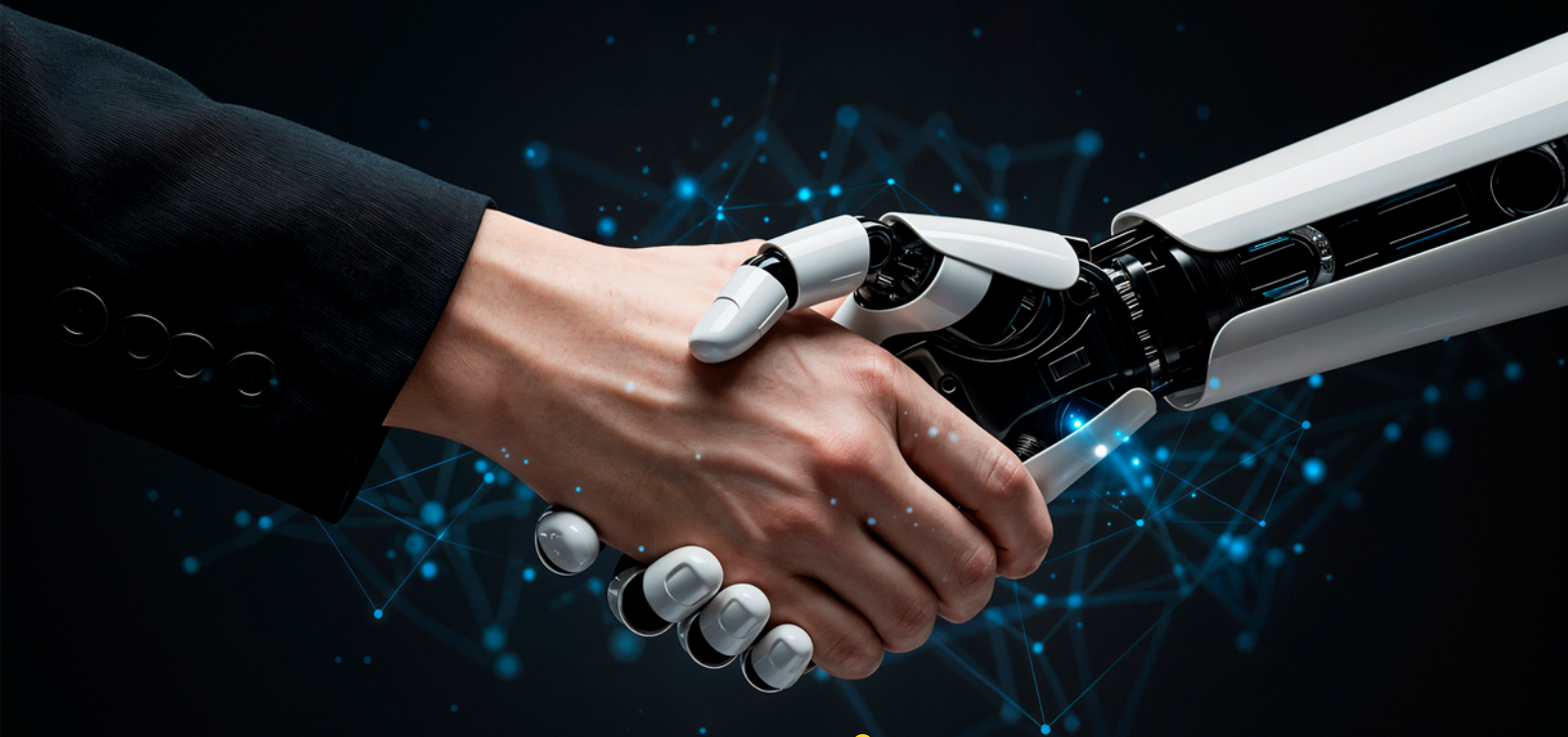




Generative AI Fundamentals for Effective Work Performance

Practical GenAI skills to plan, write, organize, and solve problems - without a technical background.

LEARNING OUTCOMES:

By the end of this program, participants will be able to:

- Understand what Generative AI is and how it can be applied in daily work or personal life.
- Use simple AI tools (like ChatGPT, Gemini, and Copilot) to write emails, reports, and summaries faster.
- Plan and organize tasks using AI-powered features in everyday tools like Word, Excel, or Google Workspace.
- Create ideas, designs, or solutions using AI — even without technical skills.
- Apply safe and responsible practices when using AI tools online

COURSE OUTLINE:

Day 1 – Understanding AI in Everyday Life

Theme: “What AI really is — and how it helps you every day.”

- What is AI and Generative AI (in simple terms).
- Exploring common AI tools: ChatGPT, Gemini, Copilot, Canva AI.
- Writing your first AI prompts — emails, summaries, and daily plans.
- How to use AI on your phone or laptop for quick, real-life tasks.
- Quick practice: ask AI to plan your day, write an email, or summarize a WhatsApp message.

Day 2 – Working Smarter with AI Tools

Theme: “Let AI help you get things done faster.”

- Creating simple documents, lists, or reports using AI.
- Organizing schedules, reminders, and budgets with AI assistants.
- Using AI for presentations and data summaries (Word, Excel, PowerPoint, Google tools).
- Personal productivity hacks: getting answers, checking grammar, or rewriting content.
- Group practice: “AI saves my time” — apply AI to one daily or office task.

Day 3 – Bringing It All Together

Theme: “Becoming confident and responsible with AI.”

- Recognising what AI can and cannot do (human vs. machine judgment).
- Practising safe, responsible use — privacy, misinformation, and bias.
- Group simulation: apply AI to solve a real-life work or home scenario.
- Building your personal AI toolkit checklist.
- Reflection & certification activity.

TARGETED PARTICIPANTS:

Non-technical staff, homemakers, retirees, fresh grads, admin/executive roles.

DURATION:

3 days × 7 hours (21 hours)