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Course Name

AI-Powered Office Administration

Sector Name

Administration and Office Efficiency

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AI-Powered Office Administration

Course Introduction

Artificial Intelligence is rapidly reshaping administrative operations by transforming how offices manage information, automate routine activities, coordinate business processes, and support executive decision-making. Modern administrative professionals are no longer expected to simply adopt AI tools—they are expected to redesign administrative workflows, improve operational efficiency, and create smarter business processes that combine human expertise with intelligent technologies. Organizations that successfully integrate AI into office administration are achieving higher productivity, faster service delivery, improved data accuracy, and greater organizational agility.

Developed by **BOOST Consulting & Training**, the **AI-Powered Office Administration** program prepares administrative professionals to integrate Artificial Intelligence into daily office operations through practical, business-focused applications. Rather than concentrating on individual AI tools, the program explores how AI can optimize administrative workflows, automate repetitive processes, enhance information management, improve executive support, strengthen business coordination, and establish intelligent administrative systems that create measurable organizational value while maintaining governance, security, and ethical responsibility.

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Target Audience

- ✓ Administrative Managers
- ✓ Office Managers
- ✓ Executive Assistants
- ✓ Administration Supervisors

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Learning Objectives

- ✓ Integrate AI into administrative operations.
- ✓ Redesign office workflows using intelligent automation.
- ✓ Improve executive support through AI-assisted solutions.
- ✓ Apply AI to document, communication, and information management.
- ✓ Increase administrative productivity and service quality.
- ✓ Govern AI applications responsibly within office environments.
- ✓ Develop an AI implementation roadmap for administrative functions.

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Course Outline

✓ Day 01

Foundations of AI-Driven Administration

Understanding AI in Administrative Operations

- ✓ The evolution of AI in business administration.
- ✓ AI opportunities across administrative functions.
- ✓ The future role of administrative professionals.

Assessing Organizational Readiness

- ✓ Evaluating administrative processes.
- ✓ Identifying automation opportunities.
- ✓ Building AI transformation readiness.

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Course Outline

✓ Day 02

Designing Intelligent Administrative Workflows

Workflow Transformation

- ✓ Mapping administrative processes.
- ✓ Redesigning workflows with AI support.
- ✓ Eliminating repetitive administrative tasks.

Smart Office Operations

- ✓ Intelligent scheduling and coordination.
- ✓ AI-assisted document management.
- ✓ Enhancing internal administrative services.

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Course Outline

✓ Day 03

Implementing AI Across Administrative Functions

AI-Supported Executive Services

- ✓ Supporting executive planning.
- ✓ Improving business communication.
- ✓ Managing information intelligently.

AI for Operational Excellence

- ✓ Automating routine administrative activities.
- ✓ Enhancing accuracy and consistency.
- ✓ Supporting cross-functional collaboration

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Course Outline

✓ Day 04

Measuring AI Impact & Continuous Improvement

Evaluating Administrative Performance

- ✓ Measuring AI-driven productivity improvements.
- ✓ Monitoring operational efficiency.
- ✓ Identifying optimization opportunities.

Continuous Administrative Innovation

- ✓ Improving AI-enabled workflows.
- ✓ Expanding intelligent business practices.
- ✓ Building a culture of continuous innovation.

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Course Outline

✓ Day 05

Governance & Future Administrative Intelligence

Responsible AI Governance

- ✓ AI ethics in administrative operations.
- ✓ Data privacy and information security.
- ✓ Governance principles for intelligent administration.

Building the AI Administration Roadmap

- ✓ Developing long-term AI strategies.
- ✓ Preparing future-ready administrative functions.
- ✓ Sustaining intelligent office transformation.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 7, 2026	Dec. 11, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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