



Consulting and Training | Reach New Heights

Course Name

Generative AI for Professional Productivity

Sector Name

Artificial Intelligence (AI)

Document Type

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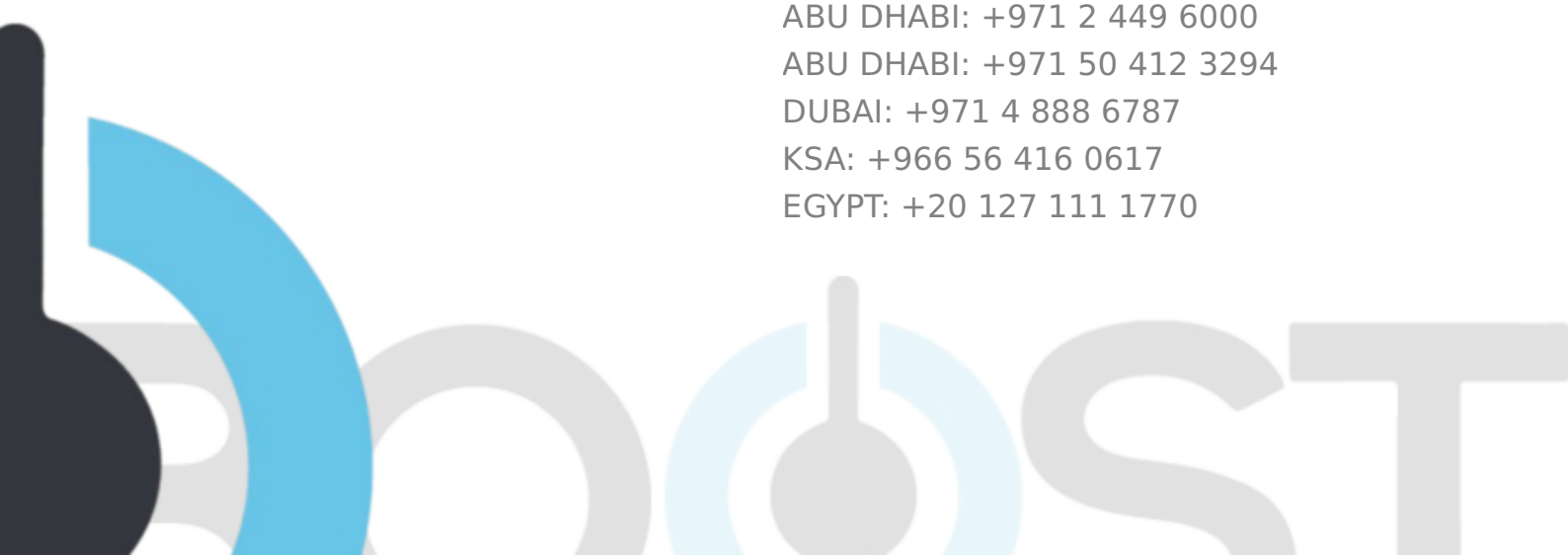
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Generative AI for Professional Productivity

Course Introduction

Generative AI can accelerate many professional tasks, but access to technology does not automatically translate into higher productivity. Professionals may use AI frequently while still spending time correcting weak outputs, repeating instructions, or applying it to tasks where it creates little real benefit. The greater opportunity is to identify where generative AI fits naturally into everyday work and use it to reduce effort while maintaining the quality expected from professional outputs.

Boost Consulting & Training offers this course to help participants integrate generative AI into practical professional activities. The program focuses on drafting and improving communications, working with documents, synthesizing information, preparing meetings and presentations, developing structured content, and creating repeatable AI-assisted routines. Participants also learn to evaluate whether AI is genuinely saving time and improving output rather than simply adding another step to their work.

The **main concept of this course** is to turn generative AI from an occasional workplace tool into a practical productivity capability that reduces repetitive effort and enables professionals to focus more attention on higher-value work.

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Generative AI for Professional Productivity

Target Audience

- ✓ Business and administrative professionals
- ✓ Managers, supervisors, and team leaders
- ✓ Analysts, coordinators, and specialists
- ✓ Professionals handling communication, documentation, planning, and information-intensive work

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Learning Objectives

- ✓ Identify professional tasks with the greatest potential for generative AI support.
- ✓ Use generative AI to accelerate drafting, editing, and business communication.
- ✓ Extract, organize, summarize, and transform information from workplace documents.
- ✓ Apply generative AI to meeting preparation, follow-up, planning, and presentation tasks.
- ✓ Repurpose existing information efficiently for different audiences and formats.
- ✓ Develop repeatable AI-assisted routines for recurring professional activities.
- ✓ Maintain appropriate quality control when accelerating work with generative AI.
- ✓ Evaluate productivity gains and improve personal AI-enabled ways of working.

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Generative AI for Professional Productivity

Course Outline

✓ DAY 01

Finding Real Productivity Opportunities

Analyzing Professional Workload

- ✓ Break recurring work into creation, review, transformation, analysis, coordination, and administrative tasks.
- ✓ Identify activities where generative AI can meaningfully reduce effort or turnaround time.
- ✓ Distinguish high-value productivity opportunities from unnecessary AI use.

Designing AI-Assisted Ways of Working

- ✓ Decide which steps should remain human-led, and which can benefit from generative AI support.
- ✓ Define the desired output and quality expectations before using AI.
- ✓ Complete a Productivity Opportunity Map based on a realistic professional workload.

Generative AI for Professional Productivity

Course Outline

✓ DAY 02

Accelerating Communication and Documentation

Producing Professional Communications

- ✓ Develop first drafts for emails, announcements, responses, briefs, and internal communications.
- ✓ Improve clarity, structure, tone, and audience alignment of existing content.
- ✓ Convert rough notes and fragmented information into usable professional outputs.

Working Faster with Documents

- ✓ Summarize lengthy documents according to a specific business purpose.
- ✓ Extract actions, decisions, requirements, risks, and other relevant information.
- ✓ Complete a Document Productivity Challenge involving multiple workplace documents.

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Course Outline

✓ DAY 03

Managing Information and Content Efficiently

Synthesizing Multiple Sources

- ✓ Combine information from different materials into structured summaries and working documents.
- ✓ Compare viewpoints, requirements, options, and changes across information sources.
- ✓ Reduce information overload while retaining important context and distinctions.

Transforming and Repurposing Content

- ✓ Convert existing material between reports, briefs, presentations, summaries, and other formats.
- ✓ Adapt the same information for executives, teams, clients, or other audiences.
- ✓ Complete a Content Transformation Lab using one source to produce multiple professional outputs.

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Course Outline

✓ DAY 04

Supporting Meetings, Planning and Presentations

Improving Meeting Productivity

- ✓ Prepare agendas, discussion points, background briefs, and questions before meetings.
- ✓ Convert meeting information into decisions, actions, responsibilities, and follow-up materials.
- ✓ Use generative AI to reduce administrative effort around recurring meetings.

Accelerating Planning and Presentation Work

- ✓ Structure plans, work breakdowns, timelines, and initial action frameworks.
- ✓ Develop presentation structures and support content from business information.
- ✓ Complete an AI-Assisted Meeting & Planning Simulation from preparation through follow-up.

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Course Outline

✓ DAY 05

Building Sustainable AI Productivity

Creating Repeatable AI-Assisted Routines

- ✓ Identify recurring professional tasks suitable for standardized AI-supported approaches.
- ✓ Develop reusable workflows for common communication, document, planning, and information tasks.
- ✓ Reduce repeated setup and unnecessary interaction when performing similar work.

Measuring Productivity Improvement

- ✓ Compare time, effort, quality, and rework before and after AI assistance.
- ✓ Identify activities where faster output does not necessarily create better productivity.
- ✓ Complete a Professional Productivity Redesign Lab in which participants redesign a recurring workload and demonstrate measurable improvements using generative AI.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 7, 2027	Feb. 11, 2027	5 days	4250.00 \$	KSA , Riyadh
Dec. 7, 2026	Dec. 11, 2026	5 days	4950.00 \$	Spain , Barcelona
April 5, 2027	April 9, 2027	5 days	4250.00 \$	UAE , Dubai
June 27, 2027	July 1, 2027	5 days	4250.00 \$	Bahrain , Manama

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