



BEYOND **CHATGPT**: THE ULTIMATE GENAI TOOLKIT FOR WORKPLACE PRODUCTIVITY

Course Code: ASKBCG

COURSE SYNOPSIS

Generative AI has evolved rapidly, and professionals today require more than basic familiarity with a single tool such as ChatGPT. This 1 day programme equips learners with a practical, hands-on understanding of a modern GenAI ecosystem, focusing on how multiple tools can be combined to support workplace productivity. Participants will explore advanced reasoning using **DeepSeek**, transform documents into multimodal artefacts with **NotebookLM**, experiment with **Google AI Studio**'s model playground and prototype tools using its Build environment. The course also introduces agentic AI for daily work tasks using **M365 Copilot Chat** and **Google Gemini**.

To support communication, creative production and content adaptation, learners will work with **Canva AI** for editable image generation, **CapCut AI** for video creation, and **Suno** for audio and music generation. Emphasis is placed on responsible use, organisational data safeguards, and choosing the right tool for the right task. By the end of the course, participants will be equipped to build their own GenAI workflow stack to enhance efficiency, creativity and decision-making at work.



COURSE DURATION

1 Day
9AM - 5PM



COURSE FEE

S\$817.50
(incl. of 9% GST)



COURSE SCHEDULE

[www.asktraining.com.sg/
course-schedule/](http://www.asktraining.com.sg/course-schedule/)



West Branch

8 Jurong Town Hall Road
#27-01 The JTC Summit
Singapore 609434

Central Branch

10 Anson Road
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COURSE OBJECTIVES

By the end of this course, learners should be able to:

- Describe the capabilities and limitations of key GenAI tools beyond ChatGPT in the context of workplace productivity.
- Select and apply suitable GenAI tools (DeepSeek, NotebookLM, Google AI Studio, Gemini, M365 Copilot Chat, Canva AI, CapCut AI, Suno) to specific work scenarios.
- Use DeepSeek, NotebookLM, Google AI Studio and Gemini to support research, reasoning and document-based tasks.
- Build simple task-focused “agents” or workflows using M365 Copilot Chat and Google AI Studio (Build) to streamline routine work.
- Create, edit and adapt AI-generated visual, video and audio content using Canva AI, CapCut AI and Suno for workplace communication.
- Apply responsible use principles, including data privacy, organisational policies and ethical considerations, when using GenAI tools at work.

GENAI TOOLS COVERED IN THE COURSE (TOOLKIT LIST)

- **DeepSeek** – Chain-of-thought reasoning
- **NotebookLM** – Converts documents into seven multilingual, multimodal artefacts
- **Google AI Studio (Playground)** – Test and compare Google’s AI models for free
- **Google AI Studio (Build)** – “Vibe code” to prototype lightweight tools
- **M365 Copilot Chat** – Build simple workplace agents and workflows
- **Google Gemini** – Agentic AI research and insight agent
- **Canva AI** – Editable image generation and rapid visual design
- **CapCut AI** – Editable video creation and enhancement
- **Suno** – AI-generated music and audio creation



COURSE OUTLINE

Morning: Research, Reasoning & Multi-Modal Content

Module 1: The Reasoning Edge (Google Gemini & DeepSeek)

- Google Gemini: Deploying agentic AI for deep research, trend mapping, and rapid insight generation.
- DeepSeek: Utilising Chain-of-Thought reasoning for complex logic, technical tasks, and robust problem-solving challenges.
- Output: A structured research brief verified for logical consistency.

Module 2: The Multi-Modal Knowledge Hub (NotebookLM)

- Knowledge Synthesis: Ingesting research documents into NotebookLM to build a functional digital brain.
- Multi-Artifact Generation: Transforming source material into podcasts (Audio Overviews), FAQs, study guides, and briefing notes in multiple languages.
- Output: A comprehensive, multi-modal "Knowledge Pack" generated from a single source.

Module 3: Visual & Audio Power (Canva AI, CapCut AI & Suno)

- Canva AI: Rapidly generating and editing professional, highly editable brand assets and visuals.
- CapCut AI: Utilising AI enhancement and script-to-video capabilities for workplace communication.
- Suno: Producing custom, AI-generated music and ambient audio to brand visual content.
- Output: A multi-media communication kit encompassing image, audio, and video.



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COURSE OUTLINE

Afternoon: Building Agents & Automating Workflows

Module 4: The AI Playground & Vibe Coding (Google AI Studio)

- Playground Mode: Testing and comparing Google's latest models for free to match specific tasks precisely.
- Build Mode: Using "vibe coding" to prototype functional, lightweight applications and tools through pure natural language description.
- Output: A functional web-based tool prototype constructed without writing any code.

Module 5: The Agent Ecosystem (M365 Copilot Chat)

- M365 Copilot Chat: Building simple, task-focused workplace agents within familiar enterprise environments.
- Workflow Automation: Streamlining repetitive daily tasks and structuring routine work using conversational commands.
- Output: A custom workplace agent designed for a targeted productivity use case.

Final Capstone: "The Ultimate Toolkit Action Plan"

- The Challenge: Participants combine the 9 tools to solve a specific bottleneck in their workflow.
- The Requirement: The solution must actively synthesise research (Gemini/DeepSeek), produce a media or knowledge artifact (NotebookLM/Canva/CapCut/Suno), and demonstrate a functional prototype or agent (M365 Copilot/AI Studio). Safety, data privacy, and ethical guidelines will be assessed.
- Outcome: A cohesive, personalised AI productivity system ready for deployment.



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