



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
#06-11 International Plaza
Singapore 079903



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