



DURATION

9.00am - 5.00pm
(inclusive of 1 hour lunch break)

PREREQUISITES

Participants are required to bring their own laptop

COURSE DATES

<https://asktraining.com.sg/course-schedule/>

COURSE FEE

S\$817.50 (inclusive of 9% GST)

Course Code: **ASKAME**

AI Agents Made Easy: Let AI Do the Work for You

COURSE SYNOPSIS

You have probably noticed that AI tools are doing more than just answering questions these days. They are starting to take action. They can check your calendar, draft an email, pull information from a document, and hand you the finished result without you clicking through multiple steps. These are called AI agents, and they are already available in tools the Singapore government uses.

This workshop introduces AI agents in plain, friendly language. No technical knowledge required. No coding, no complicated setup. Just clear, practical demonstrations of what AI agents can do, how to get them working for you, and what to keep in mind so that things run smoothly. By the end of the day, you will have seen AI agents in action, watched a **live step-by-step demonstration** of setting one up, and have a clear picture of how they fit into your everyday work.

Whether you are curious about what all the fuss is about, or you have been asked to find out more about AI tools for your agency, this workshop gives you the knowledge and the confidence to feel informed about AI agents, without needing to become a tech expert.

LAPTOP SPECIFICATIONS:

- ✓ Windows or Mac
- ✓ Chrome browser recommended
- ✓ Participants on government-issued devices should confirm that browser access to AI tools is not restricted before attending



COURSE OBJECTIVES

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

- ✓ Explain in plain language what AI agents are, how they differ from standard AI tools, and where they are already present in everyday government work tools.
- ✓ Describe the key steps involved in configuring a basic Knowledge Agent, having observed a full live trainer demonstration of the setup process.
- ✓ Identify common use cases for AI agents and describe the practical benefits and limitations of each.
- ✓ Apply a simple pre-deployment checklist to assess whether an AI agent is appropriate, safe, and ready for use in their work environment.
- ✓ Describe how AI agents can coordinate with each other and explain why human oversight remains important when multiple AI tools are working together.



WHAT YOU WILL **LEARN** TO DO

- ✓ **Understand what AI agents are in everyday language**
No buzzwords, no technical definitions. Just a clear, simple explanation of what AI agents do, how they are different from the AI tools you already use, and why everyone is talking about them.
- ✓ **See AI agents do real work tasks**
Watch live demonstrations of AI agents answering questions from a document library, handling a meeting follow-up automatically, and supporting a decision with information it gathered on its own.
- ✓ **Watch a live step-by-step setup of a simple AI agent**
The trainer will configure a basic AI agent from scratch, explaining every step clearly. You will understand exactly how it works and what you would need to do to set one up in your own environment.
- ✓ **Know what to watch out for before using an AI agent**
AI agents are powerful but they need the right guardrails. You will learn what questions to ask before switching one on, and how to keep a simple check on what it is doing.
- ✓ **Understand what happens when AI tools work together**
Some AI tools can hand off tasks to other AI tools. You will see how this works and why it matters for keeping your data secure and your work on track.
- ✓ **Leave with a practical checklist for your agency**
A simple checklist covering the key things to confirm before switching on an AI agent for the first time. Ready to use and easy to share.



COURSE OUTLINE

Topic 1

What Are AI Agents? The Agent Landscape and What Is Already in Your Organisation's Tools

Topic 2

AI Agents That Answer Questions: A Live Setup from Your Own Documents

Topic 3

AI Agents That Take Action: Automating a Simple Workflow from Start to Finish

Topic 4

AI Agents That Help You Decide: Reviewing Options and Surfacing the Right Information



COURSE OUTLINE

Topic 5

When AI Talks to AI: What Happens When Agents Work Together

Topic 6

What to Watch Out For: Trending Agent Tools, Known Risks, and What Not to Install

Topic 7

Keeping AI Agents Safe, Simple, and Under Control

Topic 8

Your AI Agent Checklist: What to Check Before You Switch One On