



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: **ASKMPT**

Mastering AI-Powered Tools for Administrative Productivity

COURSE SYNOPSIS

AI tools are no longer something reserved for tech teams or data scientists. They are already changing the way everyday work gets done across the public service. The question is not whether to use them. The question is how to use them well.

This friendly, practical 1-day workshop is designed for employees at all levels who want to get more out of AI tools without the jargon, the complexity, or the steep learning curve. No coding knowledge required. No technical background needed. Just bring your laptop and your curiosity.

Through **live demonstrations** and **simple hands-on exercises**, you will see exactly how AI tools can help you draft memos and minutes faster, prepare for meetings without the last-minute rush, answer correspondence more efficiently, summarise long documents in seconds, and build presentations without starting from a blank page. Every skill you pick up in this workshop can be applied to your actual work the very next day.

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:

- ✓ Use AI tools to draft common work documents including emails, memos, meeting minutes, and presentation outlines with less time and effort.
- ✓ Apply simple techniques to get more useful and accurate results from any AI tool.
- ✓ Summarise and extract key information from long documents using AI tools quickly and accurately.
- ✓ Identify which AI tools are cleared for use with government data and apply them appropriately within official guidelines.
- ✓ Demonstrate basic confidence in using AI tools independently for everyday administrative and productivity tasks.



WHAT YOU WILL **LEARN** TO DO



Draft memos, emails, and minutes in half the time

Tell AI what you need and get a solid first draft in seconds. You review, you edit, you send. No more staring at a blank page.



Turn any long report into a quick summary

Paste a lengthy policy document, a research paper, or a meeting brief and get the key points pulled out for you instantly.



Prepare presentations and briefings without the stress

Describe your topic and your audience and let AI build the structure. You fill in the details and make it yours.



Handle correspondence and queries more efficiently

Draft clear, professional replies to common queries faster than ever, with the right tone every time.



Use AI as your personal research assistant

Ask it to find information, compare options, explain concepts, or pull out data from documents you upload. No more hours of manual searching.



Know which AI tools are safe to use for government work

Understand the difference between tools cleared for official use and tools that should only be used for non-sensitive tasks. Stay confident and stay compliant.



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COURSE **OUTLINE**

Topic 1

AI Tools Today: What Is Out There and What Is Already Available to You

Topic 2

How to Talk to AI: Getting Useful Results Every Time

Topic 3

AI for Writing and Correspondence: Memos, Emails and Queries

Topic 4

AI for Meetings: Minutes, Summaries and Follow-up Actions



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COURSE OUTLINE

Topic 5

AI for Presentations and Briefings: From Topic to Deck in Minutes

Topic 6

AI for Research: Finding Information and Making Sense of Long Documents

Topic 7

AI as Your Thinking Helper: Checking Your Work and Exploring Ideas

Topic 8

Using AI Wisely: What Is Safe, What to Watch Out For, and What Comes Next