

# AI Tools & Chat GPT Prompting for Productivity Enhancement

## Overview

Generative AI like ChatGPT Plus, Google Gemini, and Deep Seek—is transforming business operations and decision-making. All business leaders recognize the strategic advantage of leveraging these Large Language Models to enhance their organization's impact and foster career growth.

Join this comprehensive workshop to build on your existing skills, explore innovative business applications, and unlock the AI potential across Finance, HR, and Sales. Discover how to drive success and stay competitive in the market.

## Course Duration

- 2 Days – 14 Hours

## Learning Outcomes/Objectives:

Upon successful completion of this course, you will be able to:

- Apply Generative AI to automate and optimize core business functions in Finance, HR, and Sales for greater operational efficiency and strategic value.
- Develop hands-on proficiency in using AI tools (e.g., GPT, dashboards, plug-ins, automation platforms) to streamline reporting, recruitment, sales processes, and more.
- Design and implement AI-driven workflows for data consolidation, candidate screening, forecasting, and compliance—without requiring programming expertise.
- Recognize ethical considerations and best practices for responsible AI use, ensuring data security, fairness, and scalable impact across business units.

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## Who Should Attend

- Finance
- HR
- Sales
- Meant for non-tech savvy

## Prerequisite

- Must attend Program 1: Prompt Engineering With Gen Ai For Business 2-day training

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## Training Outline

### Day 1

#### Module 1: Finance & Accounting- Streamlining Processes

- Automate extraction, cleanup, consolidation for financial reporting.
- Create interactive dashboards for real-time validation.
- Analyze historical data and simulate financial scenarios.
- Use automation tools for budgeting and compliance updates.

#### Module 2: HR Transformation with AI

- Streamline recruitment, hiring, reviews and policy communications.
- Automate screening and candidate shortlisting.
- Schedule interviews and draft offer letters.
- Generate HR policies and summarize appraisal feedback

### Day 2

#### Module 3: Sales Acceleration with AI Insights

- Enhance lead generation, forecasting and engagement.
- Use GPT for actionable sales insights.
- Automate follow-ups and pipeline monitoring.
- Build dashboards for real-time tracking.

#### Module 4: Automation & Implementation

- Automate workflows with Zaiper, Google and plug-ins.
- AI programming for non-programmers.
- Ensure confidential, consistent, scalable handling of sensitive data.
- AI ethics, risks, biases and responsible practices.