Elevate Assisting Skills with Artificial Intelligence (AI) Masterclass

5 Day Conference

Designed for UN Agencies, Public and Private Sector HR Assistants, Program Assistants, Executive Assistants, Personal Assistants, Administrative Assistants, Team Assistants, and Protocol Assistants.
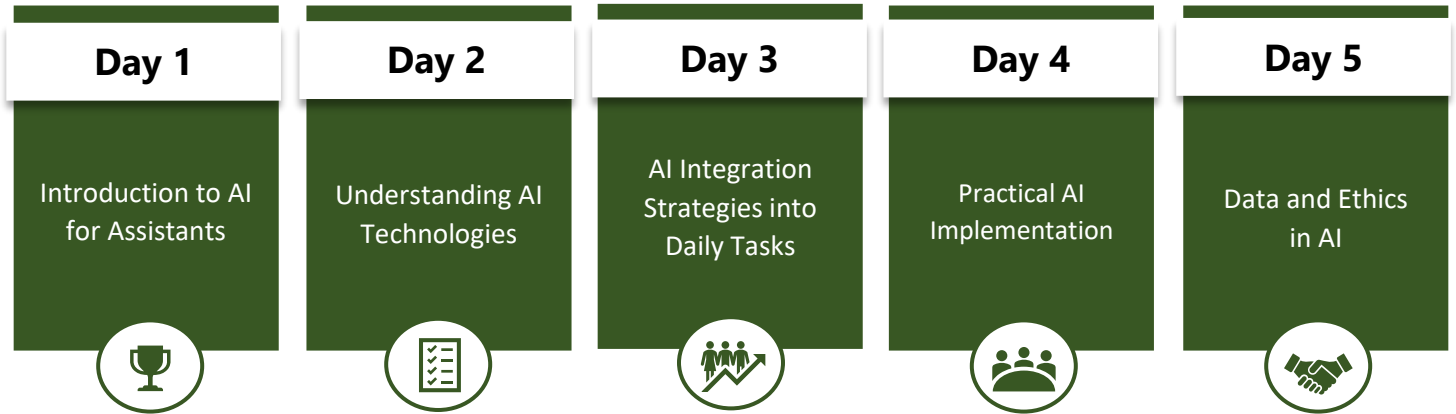
25 to 29 March 2024 | 24 to 28 June 2024
Country Inn & Suites by Radisson, 6003 Hudson Road, Woodbury, 55125,
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22 to 26 April 2024 | 26 to 30 August 2024
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Dubai, UAE

20 to 24 May 2024 | 21 to 25 October 2024
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Elevate Assisting Skills with Artificial Intelligence (AI) Masterclass

Day 1	Day 2	Day 3	Day 4	Day 5
Introduction to AI for Assistants	Understanding AI Technologies	AI Integration Strategies into Daily Tasks	Practical AI Implementation	Data and Ethics in AI

Welcome to the "Elevate Assisting Skills with Artificial Intelligence (AI) Masterclass," a transformative learning experience designed for UN Agencies, Public and Private Sector HR Assistants, Program Assistants, Executive Assistants, Personal Assistants, Administrative Assistants, Team Assistants, and Protocol Assistants. In today's fast-paced world, the role of assistants is evolving, and mastering the integration of AI into your daily workflow is essential for keeping up with tech-savvy peers.

In this comprehensive practical implementation program, you will embark on a real-world assisting applications journey that empowers you to become a highly efficient, tech-savvy assistant by harnessing the power of AI. Whether you are a seasoned professional or just starting your career, this masterclass will equip you with the knowledge, skills, and confidence to excel in your role and make a significant impact on your daily deliverables.

Learning Highlights:

- **AI Fundamentals:** Lay a strong foundation by understanding the basics of AI, its relevance to your role, and the potential it holds for transforming your work.
- **AI Technologies for Assistants:** Explore the cutting-edge AI tools and technologies that can streamline your tasks, improve decision-making, and boost your productivity.
- **Practical Implementation:** Gain hands-on experience by integrating AI solutions into your daily tasks, making your workflow more efficient and effective.
- **Data and Ethics:** Delve into the critical aspects of data handling and ethical considerations when using AI, ensuring responsible and mindful implementation.
- **Real-World Applications:** Learn from real-world examples and success stories of assistants who have leveraged AI to excel in their roles and adapt these strategies to your own work environment.
- **Project-Based Learning:** Apply your newfound knowledge in a project that mirrors your daily responsibilities, receiving guidance and feedback from experts.
- **Peer Collaboration:** Engage in discussions, share experiences, and collaborate with fellow assistants to brainstorm innovative AI solutions.
- **Expert Guidance:** Benefit from the insights and expertise of our experienced instructors who will guide you throughout the course.

Learning Objectives

By the end of the "Elevate Assisting Skills with Artificial Intelligence (AI) Masterclass," you will:

- ✓ Master the fundamentals of AI and its applicability to assistant roles.
- ✓ Identify and implement AI solutions to streamline your daily tasks.
- ✓ Develop ethical guidelines for responsible AI usage in your work.
- ✓ Cultivate a mindset of continuous improvement and adaptation to emerging AI technologies.
- ✓ Showcase your AI-enhanced skills through a final project that demonstrates your newfound expertise.

This masterclass is not just about acquiring knowledge; it is about transforming your role and career. Whether you aim to impress your executives with data-driven insights, enhance your efficiency through AI-powered tools, or simply stay at the forefront of your field, this program is your key to success.

Join us on this exciting journey of growth and empowerment as we unlock the full potential of AI for assistants. Elevate your skills, increase your productivity, and thrive in the dynamic world of modern assisting. Register now and take the first step towards becoming a truly indispensable AI-powered assistant!

Who Should Attend?

Designed for UN Agencies, Public and Private Sector HR Assistants, Program Assistants, Executive Assistants, Personal Assistants, Administrative Assistants, Team Assistants, and Protocol Assistants.

Day 1
Introduction to AI for Assistants

Learning Objectives

Lay a strong foundation by understanding the basics of AI, its relevance to your role, and the potential it holds for transforming your work.

Learning Outcomes

By the end of this module, participants will be able to:

1. Understand the basics of Artificial Intelligence (AI).
2. Recognize the relevance of AI in the role of an assistant.

Real-World Scenario Examples

- Demonstrate how AI has transformed administrative tasks in various organizations.
- Share success stories of assistants who have effectively incorporated AI into their workflow.

Activities

1. Watch a video explaining the fundamentals of AI.
2. Explore AI-powered tools commonly used by assistants.
3. Discuss in a forum how AI can benefit assistants.
4. Brainstorm and share ideas on how AI can enhance your role as an assistant.

Discussion

1. How AI can streamline administrative tasks.
2. Concerns or challenges related to AI adoption in this role.
3. How AI might change the future of assistant jobs.

Project Plan

- Participants will identify specific administrative tasks in their current role that can benefit from AI integration.

Day 2
Understanding AI Technologies

Learning Objectives

Explore the cutting-edge AI tools and technologies that can streamline your tasks, improve decision-making, and boost your productivity.

Learning Outcomes

By the end of this module, participants will be able to:

1. Gain insight into different AI technologies and their applications.
2. Evaluate AI solutions suitable for assistants.

Real-World Scenario Examples

- Showcase AI-driven virtual assistants.
- Highlight AI-powered scheduling and email management tools.

Activities

1. Analyze case studies of organizations successfully implementing AI for assistants.
2. Explore AI technologies through interactive demos.
3. Compare and contrast different AI tools in the market.
4. Research and present a summary of trending AI technology in the assistant domain.

Discussion

1. AI that is most promising for your role as an assistant.
2. How AI technologies can improve efficiency and decision-making in your daily tasks.
3. Discuss potential challenges when integrating AI into your workflow.

Project Plan

- Participants will select an AI tool or technology to implement in a simulated assistant scenario.

Day 3
AI Integration Strategies into Daily Tasks

Learning Objectives

Gain hands-on experience by integrating AI solutions into your daily tasks, making your workflow more efficient and effective.

Learning Outcomes

By the end of this module, participants will be able to:

- Develop a plan for integrating AI into daily tasks.
- Identify potential challenges and solutions in AI implementation.

Real-World Scenario Examples

- Share best practices from organizations successfully adopting AI.
- Discuss common pitfalls in AI integration.

Activities

1. Create an AI integration plan for a typical assistant's workflow.
2. Participate in group discussions on overcoming resistance to change when implementing AI.
3. Analyze case studies of organizations that faced challenges during AI adoption and propose solutions.
4. Presentations of AI integration plans to the class for feedback.

Discussion

1. How to ensure a smooth transition when introducing AI into your work routine.
2. Some strategies to overcome objections from team members or superiors regarding AI adoption.
3. Ethical considerations of AI usage in your role.

Project Plan

- Participants will have a comprehensive AI integration plan ready for their final project.

Day 4
Practical AI Implementation

Learning Objectives

Learn from real-world examples and success stories of assistants who have leveraged AI to excel in their roles and adapt these strategies to your own work environment.

Learning Outcomes

By the end of this module, participants will be able to:

- Apply AI solutions to enhance productivity and decision-making.
- Troubleshoot and optimize AI usage.

Real-World Scenario Examples

- Demonstrate the practical use of AI in managing calendars, emails, and tasks.
- Share success stories of assistants who have achieved significant improvements through AI.

Activities

1. Hands-on practice with AI tools for daily tasks.
2. Analyze real-world scenarios and suggest AI-based solutions.
3. Troubleshoot common issues when using AI tools.
4. Share personal experiences with AI implementation challenges and solutions.

Discussion

1. Improvements in your work because of incorporating AI into your workflow.
2. How to continuously optimize your use of AI tools for better results.
3. The potential risks associated with over-reliance on AI.

Project Plan

- Participants will document their activity experiences and outcomes of using AI in their daily tasks.

Day 5
Data and Ethics in AI

Learning Objectives

Participants will delve into the critical aspects of data handling and ethical considerations when using AI, ensuring responsible and mindful implementation.

Learning Outcomes

By the end of this session, participants will be able to:

- Understand the importance of data in AI.
- Understand ethical considerations when using AI.

Real-World Scenario Examples

- Examine cases of data bias and its impact on AI applications.
- Explore ethical dilemmas related to AI decision-making.

Activities

1. Investigate data sources used by AI tools in your field.
2. Discuss the ethical implications of AI in various industries.
3. Evaluate AI decision-making processes for fairness and bias.
4. Formulate ethical guidelines for AI usage in assistant roles.

Discussion

1. How to ensure the ethical use of AI in your role as an assistant.
2. Examples of AI applications that may lead to bias or discrimination.
3. The role of transparency and accountability in AI systems.

Project Plan

- Participants will draft a set of ethical guidelines for AI usage in assistant roles.

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5 Day Conference

Registration Form

Select Conference

☐ **25-29 March 2024**   ☐ **24-28 June 2024**   ☐ **22-26 April 2024**   ☐ **26-30 August 2024**

Country Inn & Suites by Radisson, 6003 Hudson Road, Woodbury, 55125 **Minnesota, USA**

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☐ **20-24 May 2024**   ☐ **21-25 October 2024**

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Select Fee Option

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For 5 Day conference including training material, lunch, and limited refreshment plus 6 nights hotel bed and breakfast.

☐ **Option 2:** US$ 3,000 Per Delegate
For 5 Day conference including training material, lunch, and limited refreshment.

Johannesburg

☐ **Option 1:** US$ 3,650 Per Delegate
For 5 Day conference including training material, lunch, and limited refreshment plus 6 nights hotel bed and breakfast and round-trip airport shuttle.

☐ **Option 2:** US$ 2,600 Per Delegate
For 5 Day conference including training material, lunch, limited refreshment and round-trip airport shuttle.

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Name:	Name: ....
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Email:	Email: ....
Office #:	Office #: ....
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Delegate 3 (Less **10% Discount** on Fee Option)	**Delegate 4** (Less **15% Discount** on Fee Option)
Name:	Name: ....
Position:	Position: ....
Email:	Email: ....
Office #:	Office #: ....
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Authorizing Manager	**Registration is not valid without Authorizing Signature**
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