Course : Improve your professional efficiency with AI

Practical course - 2d - 14h00 - Ref. OIA
Price : 1880 CHF E.T.

★★★★⯪ 4,4 / 5

NEW

Artificial Intelligence is becoming a strategic lever for companies, enabling them to become more efficient, responsive and creative. In this training course, you'll learn how to harness the full potential of generative AI tools to automate your tasks, structure your day-to-day work and accelerate your decision-making. You'll leave with a clear action plan, personalized tools, and a proven methodology for integrating AI into your professional practice.

🎯 Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Master advanced prompting techniques
- ✓ Identify and automate time-consuming tasks
- ✓ Use AI to extract and synthesize data and information
- ✓ Accelerate decision-making in your business with the help of an AI agent

Intended audience
Anyone wishing to improve efficiency in their day-to-day work.

Prerequisites
None.

Practical details
Hands-on work
Active and participative teaching methods. Application through a case study. Transposition to participants' day-to-day professional life.

Course schedule

PARTICIPANTS
Anyone wishing to improve efficiency in their day-to-day work.

PREREQUISITES
None.

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES
• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

1   Artificial intelligence overview and advanced prompting

- Understand the basics of how Artificial Intelligence works
- Overview of IAGs and their specific features
- Learn the basics of effective prompting
- Learn about best practices in AI security and compliance
- Check the reliability of AI responses and identify biases

Case study
Case study: Creation of prompts to generate urgent responses to different customer dissatisfaction situations. Debriefing and transposition to the participants' professional context.

2   Identify time wasters and optimize your organization with AI.

- Improve email management and respond faster to emergencies
- Write messages, notes and summaries in seconds using generative tools
- Create structured professional documents from simple instructions or drafts
- Generate and synthesize reports from raw information or recorded data

Hands-on work
Case study: Analyze and identify time-consuming tasks with AI. In sub-groups, choose the appropriate tools in an emergency context to process requests more quickly. Debriefing and transposition to the participants' professional context.

3   Automating tasks with AI

- Understanding how automation with AI works and what it can achieve
- Set up an automated watch system
- Save time on recurring tasks with personalized answers

Hands-on work
Case study: Design an automated system to automatically notify the relevant teams as soon as a critical email is identified in the personal mailbox, in order to speed up responses. Debriefing and transposition to the participants' professional context.

4   Optimizing productivity with AI

- Organize your time and projects with AI: intelligent planning, task prioritization, action plan
- Produce project activity reports at regular intervals and inform stakeholders of them
- Quickly create a high-quality presentation: text, images and layout

Hands-on work
Case study: Automate the writing and sending of regular reports integrating different information from several sources. Debriefing and transposition to the participants' professional context.

5 Gaining in impact and creativity

- Guided rewriting: reformulation, simplification.
- Generate creative ideas with AI-assisted brainstorming
- Summarize or popularize complex content

Hands-on work
Case study: Writing a summary note including textual and numerical data.
Debriefing and transposition to the participants' professional context.

6 Customize your AI assistant to suit your business

- Understanding the benefits and functions of autonomous agents
- Create your own AI agent
- Build a plan for integrating AI tools into daily life

Hands-on work
Case study: Create your AI action plan and an AI Bot customized to your business. Debriefing and transposition to the participants' professional context.

Dates and locations

REMOTE CLASS
2026 : 15 June, 15 June, 21 Sep., 7 Dec.