AI for Admin & Office Professionals

Work Smarter with AI

Artificial Intelligence is changing the way everyday office work is done. For administrative and office professionals, the opportunity isn't about becoming an AI expert—it's about understanding **how AI can support the work you already do**.

Our AI training is designed specifically for the modern office environment, focusing on practical applications that can help professionals save time, improve productivity and work more efficiently.

Practical AI for the Workplace

The training can help office professionals explore how AI can support areas such as:

- Everyday administrative tasks
- Business communication
- Working with information and documents
- Research and idea generation
- Summarising and organising information
- Improving written content
- Creating and refining workplace materials
- Streamlining repetitive tasks
- Supporting planning and productivity

The emphasis is on **practical use rather than technical theory**. Participants learn how to recognise opportunities where AI can add value to their existing workflow.

AI + Microsoft Office

Where appropriate, AI is integrated into our Microsoft Office training materials, helping participants understand how AI can complement the skills they already have in Word, Excel and PowerPoint.

The objective is to combine existing workplace knowledge with new AI capabilities to help employees **work more efficiently and get more from the tools they already use**.

Responsible Use Matters

AI can be powerful, but it isn't infallible.

Our training also highlights the importance of reviewing AI-generated information, protecting confidential business information, applying professional judgement and understanding when human input is essential.

AI should support good work—not replace critical thinking.

Designed for Today's Office Professional

Whether you're an administrator, personal assistant, receptionist, coordinator, office manager or professional who relies heavily on technology, the training is designed to help you understand where AI can make a genuine difference to your working day.

Understand AI. Use it practically. Work smarter.