

AI for Business Users Boot Camp: Transforming Business Ops with Cutting-Edge AI Apps - TTAI2006

Explore Next-Level AI Business Tools! Learn innovative user-friendly tools to streamline workflows, enhance collaboration, improve customer services and help make informed decisions

Duration: 3 Days

Skill Level: Introductory

Available Format: Instructor-Led Online; Instructor-Led, Onsite In Person ; Blended; On Public Schedule

This course is perfect if you're looking to improve your workflows, make your customer interactions more meaningful, and make smarter decisions based on AI insights, leveraging more advanced skills

What You'll Learn

Overview

The AI for Business Users Boot Camp: Transforming Business Ops with Cutting-Edge AI Apps is a dynamic, three-day course that gets you hands-on with the latest AI tools and intermediate skills, taking your business operations to the next level. This course is perfect if you're looking to improve your workflows, make your customer interactions more meaningful, and make smarter decisions based on AI insights, leveraging more advanced skills. You'll get to dive into using AI to communicate better, streamline your tasks, and boost both your own and your team's productivity in areas like marketing, HR, and sales. If you know the basics of GPT and prompting, this course help you level up those skills for getting hands-on and creative with AI, turning your everyday tasks into opportunities for innovation and efficiency. It's all about making your work life easier and more fun, helping you and your team do great things with a touch of AI magic.

By the end of the course, you'll not only be skilled in using AI tools but also know how to integrate them strategically into your business. You'll understand how AI can improve customer experiences and use AI-driven analysis in business processes, preparing you to apply these tools to future-proof your business operations.

A Few Quick Notes:

- The course agenda, use cases, tools and hands-on activities can be easily adjusted to better suit your role or use case (finance, sales, marketing, analytics, etc).
- If you are new to these skills, this course is a great follow on to the two-day TTAI2005: AI for Everyday Business Users Camp / Part 1: Getting Started with AI Tools & Techniques
- All AI students receive a copy of our **AI in Business Playbook**, a rich guide full of tips, guidelines, best practices, suggested skill paths, and many other additional resources to help boost your skills.

Objectives

This course combines engaging instructor-led presentations and useful demonstrations with valuable hands-on labs and dynamic group activities. Working in an interactive learning environment, led by our engaging expert, you'll explore:

- **Building Intermediate AI Business Skills:** Upgrade your AI knowledge with intermediate skills, applying them to solve real-world business problems.
- **Advanced Prompt Crafting:** Learn to craft detailed prompts for AI, getting more precise and useful responses to fit your business needs.
- **Document Handling Proficiency:** Learn to manage and manipulate business documents using AI, including summarizing and extracting key data.
- **Content Creation Enhancement:** Enhance content creation and strategy using AI for automated image editing and marketing ideation.
- **AI for Data Insights:** Enhance your ability to use AI for deep data analysis, turning complex information into actionable insights for strategic decisions.
- **Personalizing Customer Interaction:** Employ AI to create more personalized and engaging customer experiences, boosting satisfaction and loyalty.
- **Boosting Team Productivity:** Explore AI tools that help improve communication and collaboration, making your team more productive and innovative.

If your team requires different topics, additional skills or a custom approach, our team will collaborate with you to adjust the course to focus on your specific learning objectives and goals.

Audience

This course is designed for business professionals who are eager to leverage the power of AI tools in their day to day business roles, who want to dive deeper into the next level skills available. Roles might include project managers, customer service professionals, team leaders, HR and marketing professionals, and even decision-makers who want to make their business operations more efficient. It would also be beneficial for those in roles that require strong collaboration, efficient workflow management, and strategic decision-making powered by data-driven insights.

Pre-Requisites

This course is great for anyone looking to learn basic AI tool skills, without having to have a technical background. Looking to improve efficiency at work using easy to learn tools and skills, or apply these skills to make your personal life easier leveraging computer-based, user friendly assistants who are always ready to help? This course can get you there.

- You just need to have basic familiarity with using computer applications and digital tools in a professional setting, such as email clients, office suites, and project management tools. It is also helpful to have a general understanding of how businesses operate, including knowledge of your own business operations and processes.

TTAI2005	AI Basics for Everyday Business Users: Getting Started with AI Tools & Techniques
TTAI2020	AutoGPT in Action: Artificial General Intelligence (AGI) Basics for Everyday Business Use
TTAI2105	Streamline, Optimize, Succeed! AI & AIOps Automation Basics for Non-Technical Business Users
TTML5502	Exploring AI & Machine Learning for the Enterprise Overview (Light Hands-on)
TTAI2060	Strategic AI Dialogues: Conversational Intelligence for Business Innovation

TTAI2009	Quick Start to Prompt Engineering for Business Users
TTAI2063	Voice of Innovation: Crafting Your Enterprise's Digital Assistant: Building a Voice Bot - From Concept to Reality
TTAI2062	Transforming Customer Support with AI: Crafting Custom Assistants for Your Business

Agenda

Kickstarting Your GPT Journey

Quick refresh of the basics of GPT and prompt engineering before diving into the next level tools and skills

- Warm-up: Refreshing your basic GPT knowledge
- Crafting advanced prompts to get exactly what you need
- Discovering the latest GPT features for businesses
- Navigating through GPT's potential for task automation
- Exploring the vast landscape of GPT applications in the business world
- Lab: Environment Setup: Installing Voiceflow, GitHub, GitPod

OPTIONAL / REVIEW CHAPTER: Exploring Prompt Engineering

Navigating Documents with GPT Like a Pro

Learn core skills to get the most out of your document analysis with GPT

- Getting Started: Overall Approach
- Summarizing PDF Documents
- Merging PDF Documents
- Extracting Tables from PDFs
- Adding Watermarks to PDF Documents

Boosting Content Creation and Content Strategy with AI

Elevate your creative processes and content strategy using AI.

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- How AI / GPT Tools Can Help Streamline the Process (Rotating Images, Cropping Images, Adding a Logo)
- Boosting Content Creation with AI
- How Do I get Started? Ten Tips for Success

- Top Ten Pitfalls to Avoid when using AI / GPT for Content Creation and Storytelling
- Activity: Marketing Campaign Brainstorm: Use GPT to generate creative ideas for a new product launch.
- Lab: AI-Assisted Business Insights and Communication
- Lab: Leverage AI for Creativity: Easily Create Video Content & Marketing Artifacts

Communicating with Clarity

Transform how you communicate in the digital workplace with GPT.

- AI email summarization and drafting
- Leveraging AI in instant messaging
- Meeting transcription and recap with AI
- Sentiment Analysis and conflict resolution for professional communication
- Activity: Drafting a Client Email

Basic Intelligence and Tokens

How does this work?

- Definitions (Prompts, statefulness, context retention, coherence, tokens)
- Token Limits
- Good Bots versus Bad Bots

Exploring Business Analysis with AI

Explore the transformative impact of AI on business and data analysis, making advanced data interpretation accessible and actionable.

- AI's Role in Business Analysis
- Advanced Data Exploration with AI
- Analyzing complex datasets and patterns
- Conversational Data Analysis with GPT
- Predictive Insights for Strategic Planning
- Activity: Step By Step Guide: Guiding GPT for Data Analysis and Presentation
- Activity / Practice: Step by Step Intermediate-Level Sentiment Analysis Using GPT
- Activity: Deep Dive Data Exploration with AI: Apply AI tools to a real-world data set, identifying trends, and deriving predictions to inform business strategy.

Advanced Business Insights with AI

Deepen your data analysis skills with GPT, unlocking complex insights for strategic business planning.

- Leveraging AI for Enhanced Predictive Analysis:
- Strategic Decision-Making Powered by AI
- Sentiment Analysis in Business Surveys
- Activity: Data Detective with GPT: Use conversational prompts to guide GPT through a data analysis task, uncovering trends and making predictions. Summarize your findings in a user-friendly presentation.
- Activity: Step By Step Sentiment Analysis on Customer Feedback
- Lab: Analyzing Business Data with AI

Boosting Productivity and Enhancing Workflows with Intermediate GPT Skills

Take your team's collaboration and project management to the next level by integrating GPT into your tools.

- Quick Guide to Implementing AI Tools Into Your Daily Flow
- Top Ten Pitfalls to Avoid when Implementing and Using AI in Business
- Seamless Integration of GPT into Existing Processes
- Targeting Efficiency Gaps with GPT
- Tailoring GPT to Address Business Challenges
- Deeper Skills: Text Mining, Frequency Analysis, Co-Occurrence Analysis, Keyword Searches
- Using GPT to Enhance Business Process: Quick Guide to Creating Your Detailed Action Plan
- Boosting Team Productivity and Collaboration
- Navigating GPT Tools for Workflow Automation
- Top Ten Tips for Boosting Team Collaboration with AI Tools
- AI in Project Management
- Top Ten Tips for Leveraging AI in Project Management
- Activity: Revamping a Business Process using GPT
- Lab: Leveraging AI in Collaboration Software Basics

Mastering Next-Level Customer Engagement with Advanced GPT Techniques

Elevate your customer engagement strategies using GPT to ensure personalized, efficient, and impactful interactions.

- Enhancing Customer Communications with GPT
- Advanced AI Tools for Dynamic Interactions

- Sophisticated Customer Service with AI
- Leveraging AI for Customer Insight and Personalization
- Integrating AI into Live Chat Systems, Social Platforms and Customer Support Channels
- Step By Step: Guide to Integrating AI in Customer Support Channels
- Best Practices
- Activity: Personalized Customer Scenario Simulation
- Lab: Build a Voice Assistant with Voiceflow

Advanced Applications of GPT-Based AI Tools: Text Mining for Business Insights

Finding value hidden deep in text files

- GenAI for Text Mining
- Frequency Analysis
- Co-occurrence Analysis

Sentiment Analysis and Text Summarization with ChatGPT

Finding sentiment in text files

- Sentiment Analysis
- Text Summarization
- Topic Modeling
- Lab: Step-By-Step Sentiment Analysis of using ChatGPT

Future-Proofing Your Business with GPT-Based AI Tools

Identifying potential opportunities for GPT-based tool integration in your business and formulating a strategic AI plan

- Understanding how GPT-based tools can enhance customer experiences, marketing, HR, and sales
- Developing a future AI strategy for a mock business using GPT-based tools
- Steps for Future-Proofing a Website and E-commerce Platform with AI
- Next-Level AI Tools for Business Users: AutoGen
- Use Multiple ChatGPTs to solve a single business problem (Autonomous Agents)
- Lab: Building Your ChatGPT Agent: Setting up AutoGen
- Lab: Creating AI Driven Content with AutoGen Studio
- Lab: Creating a Voice Clone in Descript

Staying Safe and Smart with AI Tools at Work

Introduction to Data Security and AI

- Keeping Data & Privacy Safe in the AI World
- Quick Look: GDPR and California CCPA
- Sharing Data: Do's and Don'ts
- Understanding your Organization's AI Policies
- Guide to Ensure your AI Tool Usage Remains Secure
- Safe Habits when using AI Tools

The Ethics and Responsibility of AI

Understand the ethical considerations and responsibilities of using AI in business

- Exploring Ethical AI / Responsible AI
- Quick User's Guide to AI Ethics
- Identifying, Avoiding and Overcoming Bias in AI Systems
- Legal considerations when using AI
- Top Ten Quick Tips for Promoting Responsible AI

Addendum / Resources

- Bonus Chapter: Supercharging Productivity with GPT and Google Workspace
- Top Ten Valuable Everyday AI Business Skills
- More on AI in Business
- Course Site References & Additional Information
- Glossary of Main Terms, Skills and Key Topics
- Next Steps, Follow on Courses & SkillJourneys

Follow On Courses

TTAI2020	AutoGPT in Action: Artificial General Intelligence (AGI) Basics for Everyday Business Use
TTAI2101	Implementing AI in Business: Stakeholder Strategies for the Modern Data Driven, Automated Enterprise

TTAI2102	Understanding, Harnessing & Applying Generative AI for Decision Makers and Architects
TTAI2105	Streamline, Optimize, Succeed! AI & AIOps Automation Basics for Non-Technical Business Users
TTAI2130	Exploring AI Operations: Strategies for Testing and Deploying Intelligent Systems for Success
TTAI2321	Quick Start to Azure OpenAI / Hands-on Basics for Business Users
TTAI2061	Exploring NLU & LLMS: Conversational Intelligence from a Technical Business Perspective

Related Courses

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TTAI2101	Implementing AI in Business: Stakeholder Strategies for the Modern Data Driven, Automated Enterprise
TTAI2102	Understanding, Harnessing & Applying Generative AI for Decision Makers and Architects
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TTAI2130	Exploring AI Operations: Strategies for Testing and Deploying Intelligent Systems for Success
TTAI2203	Leveraging OpenAI for Enterprise Solutions: Business-Focused AI Boot Camp
TTAI2321	Quick Start to Azure OpenAI / Hands-on Basics for Business Users
TTAI2061	Exploring NLU & LLMS: Conversational Intelligence from a Technical Business Perspective
TTAI2060	Strategic AI Dialogues: Conversational Intelligence for Business Innovation
TTAI2009	Quick Start to Prompt Engineering for Business Users
TTAI2050	AI Essentials: Quick Start to Basic AI Theory
TTAI2051	AI Insights: A Practical Guide to AI Types, Principles and Applications
TTAI2062	Transforming Customer Support with AI: Crafting Custom Assistants for Your Business
TTAI2005	AI Basics for Everyday Business Users: Getting Started with AI Tools & Techniques
TTAI2140	Implementing AI in Software Testing AI in Test Automation

TTDS6000

Data Science & Big Data Overview: Tools, Tech & Modern
Roles in the Data-Driven Enterprise

Setup Made Simple! All of our AI for Business course software, digital course files or course notes, labs, data sets and solutions, live coaching support channels and rich extended learning and post training resources are provided for you in our easy access, single source, no install required online Learning Experience Platform (LXP), remote lab and content environment. Or we can provide a local installation (trial edition) to setup and use on your machine. Access periods and versions vary by course. Please inquire about set up details and options for your specific course of interest. Regardless of setup option, we will collaborate with you to ensure your team is set up and ready to go well in advance of the class.

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For More Information

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