



AVENTIS  
LEARNING GROUP

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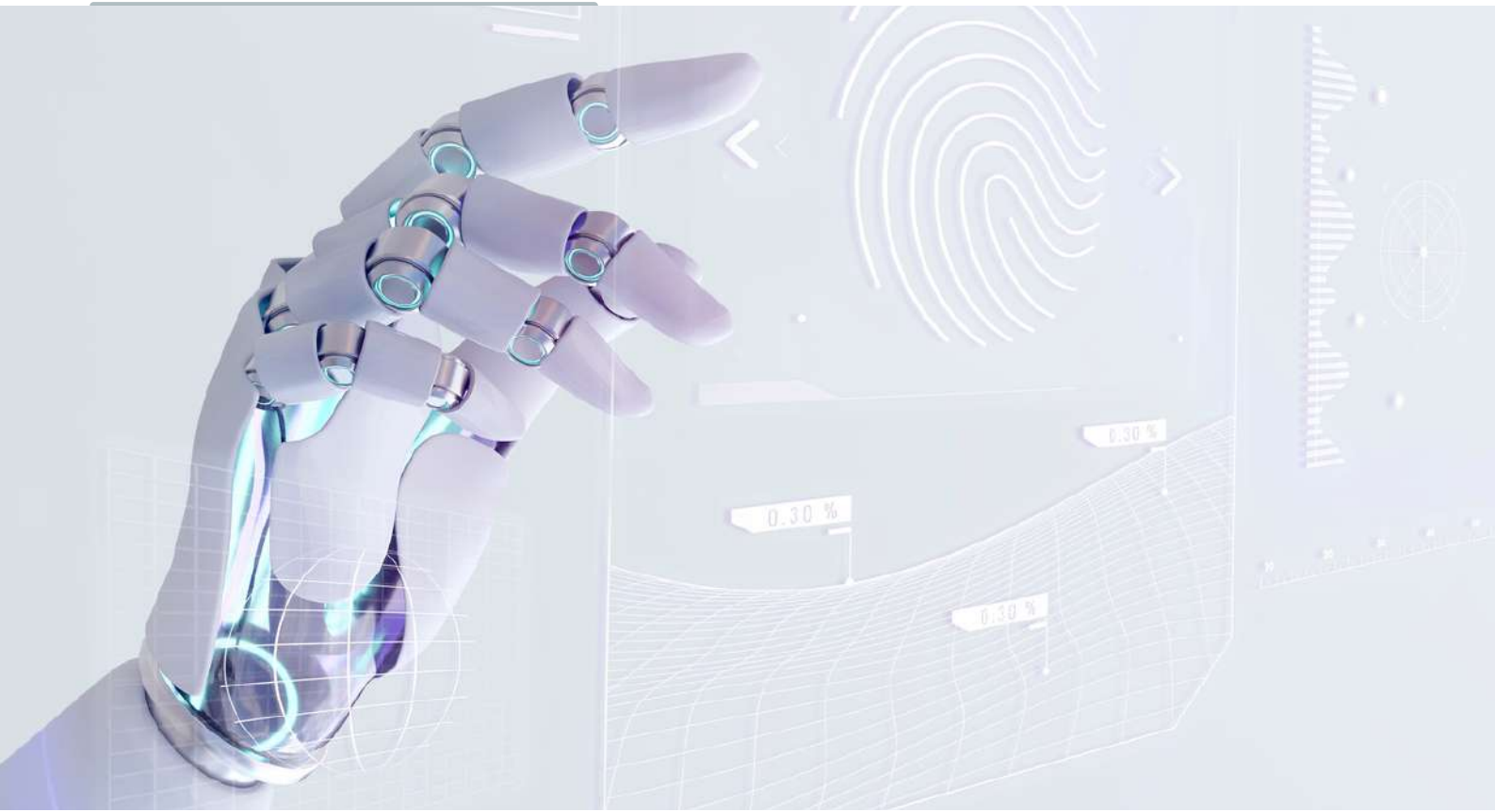
# ChatGPT & Beyond: 10 Must-Know AI Tools that will Turbocharge Your Productivity at Work using Generative AI

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# Introduction



This **1 Day hands-on practical workshop** aims to provide busy executives and administrators with a comprehensive, hands-on experience in using generative AI tools, focusing on OpenAI's ChatGPT and other related technologies to enhance productivity and efficiency in their daily work. You will be introduced to various Generative AI tools and their applications in the workplace, along with alternative tools for each application.

The course will cover AI tools for planning, presenting, summarizing large documents, generating professional content, conducting research, and even transcribing meeting minutes and videos. Participants will engage in hands-on activities to gain practical experience with these AI tools and learn how to integrate them into their daily work processes.

Investigations can help the organization identify and resolve internal problems before they become widespread. Given that every complaint has the potential to become a lawsuit, employers should investigate every case in a manner in which it can be presented to a court of law, if necessary. As potentially disruptive as investigations can be, they must be prompt, thorough and effective to ensure everyone's protection. Proper steps should be taken as soon as the employer receives a verbal or written complaint.

# Learning Outcomes

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The workshop will be a hands-on and interactive learning experience, with participants actively engaging in practical exercises to apply AI tools to their specific work scenarios. Upon completion of the course, learners will be able to:

- Effectively leverage generative AI to boost productivity and streamline daily tasks, ultimately enhancing their overall work efficiency.
- Understand the concept of Generative AI and its potential applications in the workplace.
- Gain hands-on experience with various AI tools and alternative tools to enhance productivity.
- Learn how to integrate AI tools and alternative tools into daily work processes for improved efficiency

## Methodology

The training course will begin with an introduction to Generative AI and alternative tools, followed by demonstrations of various AI tools and their alternatives. Participants will then engage in hands-on activities to explore these tools and their applications in the workplace. The training program will encourage active participation, allowing learners to gain practical experience and understand the benefits of integrating AI tools and alternative tools into their work processes.

# Course Outline

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## Module 1: Introduction to Generative AI and Alternative Tools

- Overview of Generative AI, alternative tools, and their applications in the workplace.
- Discussion of AI tools and alternative tools covered in the training program.

## Module 2: Planning and Event Management

- Introduction to AI tools for event planning, such as ChatGPT, MindOS, and alternative tools.
- Hands-on activity: Use ChatGPT, MindOS, or an alternative tool to brainstorm event ideas and generate promotional materials.

## Module 3: Creating Presentations

- Introduction to AI-powered presentation makers like Tome, Gamma, and alternative tools like SlidesAI.
- Hands-on activity: Create a presentation using Sendsteps.ai, Beautiful.ai, SlidesAI, or an alternative tool based on a given topic.

## Module 4: Summarizing Large PDFs

- Introduction to AI tools for summarizing large documents, such as ChatPDF, Intellippt, Genei, and alternative tools like Jasper.
- Hands-on activity: Use ChatPDF, Intellippt, Genei, or an alternative tool to extract information from a large PDF or generate a summarized version.

## Module 5: Generating Professional Content

- Introduction to AI content creation tools like Writesonic, Jasper, and alternative tools like Simplified AI.
- Hands-on activity: Generate a blog post or article using Copysmith, Jasper, Simplified AI, or an alternative tool based on a given topic.

# Course Outline

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## **Module 6: Research with References in Under One Minute**

- Introduction to AI research assistants, such as Perplexity ai, wizdom.ai, and alternative tools like Minerva.

## **Module 7: Transcribing YouTube Videos Without Downloading**

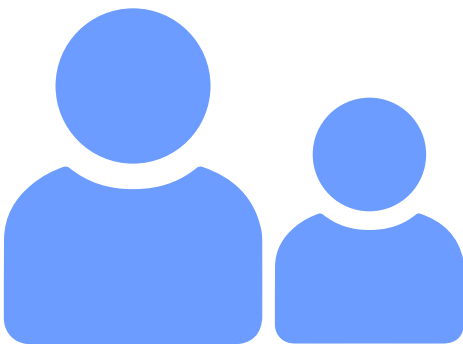
- Introduction to AI transcription services, such as Otter.ai and Rev.com, and alternative tools.

# Who Should Attend?

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For those who want thorough, practical exposure to generative AI tools to help speed up repetitive tasks and boost productivity:

- Busy Executives
- Administrators
- Anyone who would be interested in tools like OpenAI's ChatGPT and its counterparts, with the goal of enriching their skill set to boost productivity and efficacy in their various pursuits



The program concentrates on leveraging technologies such as OpenAI's ChatGPT to amplify productivity and effectiveness in their everyday tasks.



# Course Details

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**1 Day**  
**9.00am - 5.00pm (Classroom)**



**Classroom Learning @**  
**Holiday Inn Orchard City**  
**Centre**



**(65) 6720 3333**  
**training.aventis@gmail.com**



**\$680** Before GST



AI



# Trainer's Profile

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## Mr Andrew Chow

Mr Andrew Chow is a distinguished speaker, an expert in Generative AI, and a forward-thinking practitioner specializing in the future of work. With a passion for innovation and technology, Andrew has established himself as a leading figure in the ever-evolving landscape of artificial intelligence and its impact on the way we work. As an AI enthusiast and seasoned professional, Andrew has spent years at the forefront of cutting-edge research and development in the field of Generative AI. He is particularly renowned for his in-depth knowledge and practical expertise in leveraging generative AI tools to transform the way businesses and individuals approach productivity and problem-solving. Throughout his career, Andrew has been actively involved in empowering organizations across various sectors to embrace the potential of AI for enhanced efficiency and creativity. As a speaker, he captivates audiences with his articulate insights, demystifying complex AI concepts, and presenting them in an accessible manner for all to understand.

# Testimonials

*"I had the pleasure of attending Andrew Chow's workshop on ChatGPT, and it was truly a rewarding experience. Andrew's approachable nature and genuine willingness to share his expertise created an effective and enjoyable learning environment. It was evident throughout the session that he was dedicated to helping others learn and grow."*

**- Cynthia Lim, Avon**

*I am delighted to write this testimonial for Andrew Chow, whose expertise in leveraging ChatGPT has significantly improved my productivity as a professional speaker and trainer. Andrew generously shared his knowledge, templates, and guidance, and answered my questions, leading to a remarkable transformation in my work. Andrew's deep understanding of ChatGPT and its applications is commendable. He not only helped me grasp the fundamentals but also provided practical strategies and insights that boosted my efficiency and effectiveness. His dedication to supporting others is evident in the time and effort he invests in guiding professionals like myself"*

**- James Leong, Author of Financial Story: Once Upon a Balance Sheet**

*"As a trainer, Andrew is a true gem. He generously shares his expertise and goes above and beyond to tailor the training to meet the specific needs of agency leaders in the financial services industry. His dedication and vast knowledge have empowered us to thrive in the ever-evolving digital landscape. If you're searching for someone to elevate your branding efforts and harness the power of ChatGPT to revolutionize your work processes, look no further, Andrew is the man! His insights and guidance will propel you toward greater success."*

**- Alvin Yeo, AYO Advisory**