AI Basics Camp 2: Transforming Business Ops with Cutting-Edge AI Apps (3 days)

Duration: *3 Day(s)*

Course 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:

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 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 &amp;amp; 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.
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Review this course online at https://www.alta3.com/courses/TTAI2006

Objectives

- Design workflows that integrate advanced AI tools for strategic business improvements.
- Implement AI-driven approaches to improve customer engagement and satisfaction.
- Understand AI techniques for efficient data analysis and informed decision-making.
- Boost team productivity with AI-enhanced collaboration and communication strategies.

Who Should Attend

- Project Managers
- Customer Service Professionals
- Team Leaders
- HR Professionals
- Marketing Professionals

Prerequisites

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.

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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.
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TTAI2005 AI Basics for Everyday Business Users: Getting Started with AI Tools & Techniques TTAI2009 Quick Start to Prompt Engineering for Business Users TTAI2020 AutoGPT in Action: Artificial General Intelligence (AGI) Basics for Everyday Business Use TTAI2060 Strategic AI Dialogues: Conversational Intelligence for Business Innovation TTAI2062 Transforming Customer Support with AI: Crafting Custom Assistants for Your Business TTAI2063 Voice of Innovation: Crafting Your Enterprise's Digital Assistant: Building a Voice Bot - From Concept to Reality 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) m Assistants for Your Business

Course Outline

Kickstarting Your GPT Journey

1. Refreshing your basic GPT knowledge
2. Crafting advanced prompts to get exactly what you need
3. Discovering the latest GPT features for businesses
4. Navigating through GPT's potential for task automation
5. Exploring GPT applications in the business world
6. Lab: Environment Setup: Installing Voiceflow, GitHub, GitPod

Navigating Documents with GPT Like a Pro

7. Summarizing PDF Documents

8. Merging PDF Documents
9. Extracting Tables from PDFs
10. Adding Watermarks to PDF Documents

Boosting Content Creation and Content Strategy with AI

11. Elevate creative processes using AI
12. Streamlining image processes with AI
13. Boosting Content Creation with AI
14. Top Tips and Pitfalls in AI/GPT storytelling
15. Lab: AI-Assisted Business Insights and Communication

Communicating with Clarity

16. AI email summarization and drafting
17. AI in instant messaging
18. Meeting transcription with AI
19. Sentiment Analysis for communication

Basic Intelligence and Tokens

20. Definitions: Prompts, statefulness, tokens
21. Good Bots vs. Bad Bots

Exploring Business Analysis with AI

22. AI's Role in Business Analysis
23. Advanced data exploration with AI
24. Conversational Data Analysis with GPT

Advanced Business Insights with AI

25. Enhanced Predictive Analysis with AI
26. Strategic Decision-Making Powered by AI
27. Activity: Data Detective with GPT
28. Lab: Analyzing Business Data with AI

Boosting Productivity and Enhancing Workflows with Intermediate GPT Skills

29. Quick Guide to Implementing AI Tools
30. Seamless Integration of GPT
31. Using GPT to Enhance Business Process
32. Lab: Leveraging AI in Collaboration Software Basics

Mastering Next-Level Customer Engagement with Advanced GPT Techniques

33. Enhancing Customer Communications with GPT
34. Advanced AI Tools for Dynamic Interactions
35. Lab: Build a Voice Assistant with Voiceflow

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

36. GenAI for Text Mining
37. Frequency Analysis

Sentiment Analysis and Text Summarization with ChatGPT

38. Sentiment Analysis
39. Text Summarization

Future-Proofing Your Business with GPT-Based AI Tools

40. Developing a future AI strategy with GPT
41. Lab: Creating AI Driven Content with AutoGen Studio

Staying Safe and Smart with AI Tools at Work

42. Keeping Data & Privacy Safe in the AI World
43. Understanding AI Policies

The Ethics and Responsibility of AI

44. Exploring Ethical AI
45. Legal considerations when using AI