



أدوات الذكاء الاصطناعي لمساعدتي المديرين: كيف تجعل حياتك المهنية أسهل؟

Duration: 5 Days

Language: ar

Course Code: MG1 - 124

Objective

:By the end of this course, participants will be able to

- Use AI tools to streamline communication, scheduling, and task management
- Automate repetitive administrative workflows using AI and low-code tools
- Apply AI to document creation, email writing, summarising, and reporting
- Use AI for research, meeting preparation, and decision-support tasks
- Integrate AI tools into multi-platform workflows for maximum productivity

Audience

:Ideal for

- Executive Assistants and Personal Assistants
- Office Managers and Administrative Specialists
- Project Coordinators and Executive Support Staff
- EAs transitioning toward strategic, tech-enabled roles

Training Methodology

The programme uses tool demonstrations, practical exercises, workflow-building labs, and scenario simulations. Participants will work with real AI platforms such as ChatGPT, Notion AI, Microsoft 365 Copilot, Google Workspace AI, and automation tools like Zapier

Summary

This modern, high-impact training programme equips Executive Assistants with the AI skills and tools needed to excel in fast-paced executive environments. As technology reshapes administrative work, EAs are expected to manage workflows smarter, automate tasks, analyse information quickly, and support executives with enhanced efficiency

Participants will learn how to use leading AI platforms for communication, scheduling, task management, research, document creation, project tracking, and decision support. Through hands-on demonstrations and practical scenarios, EAs will discover how AI transforms their role from administrative support into strategic operational partners

The course focuses on practical, real-world applications—ensuring participants can apply AI immediately to their daily tasks and elevate their performance to executive-level excellence

Course Content & Outline

Section 1: The AI-Enabled Executive Assistant

- Understanding how AI transforms the EA role •
- AI fundamentals: prompting, automation, and decision support •
- Mapping executive workflows and identifying automation opportunities •
- Ethical use of AI, confidentiality, and data protection •

Section 2: AI for Communication & Correspondence

- (Writing professional emails using AI (tone, speed, clarity •
- AI for summarising long emails, reports, and articles •
- Generating meeting minutes, action points, and briefings •

(Voice-to-text and smart transcription tools (Otter, Fireflies, AssemblyAI •

Section 3: AI for Task, Calendar & Workflow Management

- Using AI to manage calendars, reminders, and priorities •
- (Smart scheduling tools (Clockwise, Motion, Reclaim AI •
- (AI-driven to-do lists and executive dashboards (Notion AI, ClickUp AI •
- Automating repetitive workflows using Zapier, Make, and MS Power Automate •

Section 4: AI for Document Creation, Presentation & Reporting

- Drafting reports, proposals, and executive summaries with AI •
- (Building presentations faster using AI tools (Beautiful.ai, Tome, Canva AI •
- Creating templates for SOPs, agendas, communications, and briefs •
- Converting raw information into clear, polished documents •

Section 5: AI for Research, Insights & Decision Support

- Using AI for market research, competitor analysis, and rapid information gathering •
- Tools for data visualisation and KPI dashboards •
- Preparing executives with AI-powered briefing notes •
- Using AI to analyse options, identify risks, and present recommendations •

Certificate Description

Holistique Training. عند إتمام هذه الدورة التدريبية بنجاح، سيحصل المشاركون على شهادة إتمام التدريب من (e-Certificate) وبالنسبة للذين يحضرون ويكملون الدورة التدريبية عبر الإنترنت، سيتم تزويدهم بشهادة إلكترونية من Holistique Training.

وخدمة اعتماد التطوير المهني (BAC) معتمدة من المجلس البريطاني للتقييم Holistique Training شهادات ISO 29993، ISO 21001 أو ISO 9001 كما أنها معتمدة وفق معايير (CPD) المستمر.

لهذه الدورة من خلال شهادتنا، وستظهر هذه النقاط على شهادة إتمام (CPD) يتم منح نقاط التطوير المهني المستمر واحدة عن كل ساعة CPD يتم منح نقطة CPD، ووفقاً لمعايير خدمة اعتماد Holistique Training. التدريب من لأي دورة واحدة نقدمها حالياً CPD حضور في الدورة. ويمكن المطالبة بحد أقصى قدره 50 نقطة

الذكاء الاصطناعي وإدارة البيانات, الإدارة والسكرتارية, القيادة والإدارة

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