AI AT WORK - ESSENTIALS COURSE

point academy

CHECK OUT THIS COURSE SYLLABUS →

Make Your Workday Smarter & More Efficient

point academy

COURSE OVERVIEW

AI at Work – Make Your Workday Smarter and More Efficient

Make generative AI your most reliable workmate. In one focussed half-day you will learn how to automate admin, deliver spotless copy, and capture every meeting outcome without losing your own voice.

TEAM DISCOUNT ➡

WHAT YOU WILL LEARN ➡

LEARNING OUTCOMES ➡

FORMAT: Half-day, Live in London

LANGUAGE: English

START DATES:

- Nov cohort: Nov 11 & Nov 24
- Dec cohort: Dec 5 & Dec 12

PRICE: £345

For the most up-to-date pricing and discount information, please visit our website.

REGISTER NOW

AI AT WORK - ESSENTIAL COURSE

GET A TEAM DISCOUNT

We offer special group prices for companies.

Book a call with one of our course specialists and discover if you qualify for a group price.

BOOK A DISCOVERY CALL

WHAT YOUR DAY WILL LOOK LIKE

This condensed workshop is designed to help you quickly build practical confidence with AI. Each session combines expert guidance with interactive exercises and group collaboration. At Point Academy, we use an experiential learning approach — you learn by doing, not by listening. Expect a dynamic, discussion-based environment where concepts are explored through real-world examples and practical activities. By the end, you will have the skills and frameworks to apply AI effectively in your daily work.

MORNING SESSION: WHAT IS AI AND HOW TO USE IT?

Overview:

We start by clarifying what artificial intelligence really is and what it isn't. You'll explore real examples of how AI is being used across industries and what that means for managers, teams, and decision-makers. You'll see how automation and data-driven tools can support smarter, faster decisions.

Pre-session reflection:

Think about where you already use automation or data-driven tools in your work, and where AI could help you make better or faster decisions.

WHAT YOUR DAY WILL LOOK LIKE

This condensed workshop is designed to help you quickly build practical confidence with AI. Each session combines expert guidance with interactive exercises and group collaboration. At Point Academy, we use an experiential learning approach — you learn by doing, not by listening. Expect a dynamic, discussion-based environment where concepts are explored through real-world examples and practical activities. By the end, you will have the skills and frameworks to apply AI effectively in your daily work.

MORNING SESSION: EDITING, SUMMARISING, AND SCALING

Overview:

Now we move from simple tasks to more complex workflows. You'll learn how to use AI to rework long documents, combine multiple inputs, and generate polished outcomes in your own style.

Exercise:

Refine a document, brief, or presentation using AI — and build a repeatable framework you can use back at work.

LEARNING OUTCOMES

By the time you complete this workshop, you'll have gained practical, immediately applicable skills to help you understand, communicate, and implement AI confidently in your role. Every takeaway is designed to fit real-world business contexts so you can start using it straight away.

- **The Fundamentals of AI**
  - Understand what artificial intelligence really is, how it works, and what it can and cannot do in a business context. You'll leave with a clear mental model that cuts through hype and helps you identify real opportunities.
- **Practical Application with ChatGPT**
  - Learn how to write effective prompts, generate ideas, summarise information, and improve everyday communication. You'll practise using ChatGPT and similar tools to automate repetitive work and sharpen your writing.
- **Responsible and Ethical Use**
  - Explore best practices around data, privacy, and bias to ensure safe and transparent use of AI in your organisation. You'll understand what's appropriate to share with AI tools — and what should stay internal.
- **Building Confidence and Influence**
  - Learn how to talk about AI with your team, address common concerns, and encourage responsible experimentation. This section helps you become the person others turn to when they want to "figure out AI."

YOUR COURSE LEADER

Sebastian Engstrom
Founder, Point Academy

Sebastian specialises in making AI practical, safe, and confidence-building for people who never imagined they would use it.

He brings experience from consulting, the public sector, education, and business, and has helped hundreds of leaders understand and apply AI in real situations. His approach is straightforward: real help, no jargon, and no question is too basic.

Participants leave with hands-on experience, renewed confidence, and clear next steps for their teams.

sebastian@pointacademy.co.uk

Short, effective *training.*

At Point Academy, we believe the time you invest in training should deliver the greatest possible impact for every day you spend with us. We know that most participants have demanding roles that don't pause just because they are in a classroom.

That's why our courses are designed to be rich, focused and straight to the point - typically running for just 1–3 days. You'll leave energised, with both knowledge and inspiration, without having to step away from your everyday work for long.

BOOK THIS COURSE →