

Workshop Title: "AI Unveiled: Enhancing Productivity with ChatGPT, Canva, and Dall-E"

Workshop Overview

This workshop aims not only to educate on the technical aspects of AI but also to inspire innovative thinking on applying AI tools to solve everyday business challenges effectively. It is designed to introduce participants to the fundamentals of Artificial Intelligence (AI) with a focus on practical tools that can enhance office productivity. Participants will gain hands-on experience with AI-powered technologies, including ChatGPT for communication, Canva for design, and Dall-E for creative imagery. Through interactive sessions, demonstrations, and practical exercises, attendees will learn how to leverage these tools to streamline tasks, foster creativity, and improve efficiency in the workplace.

Key Takeaways:

- Broad Understanding of AI's Role in Productivity
- Practical Skills in AI-Powered Communication
- Creative Design Solutions with Canva
- Innovative Imagery with Dall-E
- Application and Integration of AI Tools in Real-World Scenarios

Attendees are encouraged to think of routine tasks or projects they are responsible for so we may discuss how AI might enhance their productivity and/or creativity. Attendees can then apply the hands-on exercises to real world tasks.

Workshop Agenda

1. Introduction to AI and Its Impact on Productivity (45 minutes)

2. Deep Dive into ChatGPT (1 hour)

Break (15 minutes)

3. Enhancing Visual Content with Canva (1 hour)

Lunch (1 Hour)

4. Exploring Creativity with Dall-E (45 minutes)

5. Workshop Wrap-up and Open Discussion (15 minutes)

Materials and Resources Needed

- Projector and screen for presentations and demos.
- High-speed internet connection for live demonstrations and participant exercises.
- Access to ChatGPT, Canva, and Dall-E for all participants (as possible ensure any necessary accounts are created in advance).
- Workshop handouts or access to digital resources with guides on using each platform.

Pre-Workshop Preparation

- Participants should be encouraged to think of routine tasks or projects where AI could enhance productivity or creativity, to discuss during the workshop.
- If possible, participants should sign up for Canva and be familiarized with basic features.

Post-Workshop Follow-up

- Provide participants with access to a digital resource pack, including slides from the presentation, step-by-step guides for each tool, and links to further reading.
- Set up a follow-up session or forum for participants to share how they have applied their learnings in their work environment, fostering a community of continuous learning and improvement.