Training Course on AI for Executive Administrative Assistants

Professional Development Training Course Outline

Category	Development	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s digital-first work environment, executive administrative assistants must harness the power of Artificial Intelligence (AI) to increase efficiency, accuracy, and impact. As offices become more automated and data-driven, understanding how to integrate AI tools like ChatGPT, Microsoft Copilot, Google Bard, and others into daily tasks is no longer optional—it is essential. Training Course on AI for Executive Administrative Assistants empowers professionals with real-time, hands-on strategies to automate tasks, manage digital workflows, and support executives using cutting-edge AI productivity tools.

The course blends AI technology with administrative expertise, giving learners the tools to revolutionize scheduling, email management, document generation, and more. With trending applications in automation, natural language processing, virtual assistants, and AI-integrated office suites, executive assistants will master the skills to stay ahead in the evolving business landscape.

Programme Curriculum

Training Course on AI for Executive Administrative Assistants

Introduction

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Course Objectives:

1. Understand the fundamentals of Artificial Intelligence in the workplace
2. Leverage AI productivity tools to enhance daily operations
3. Use AI scheduling assistants for calendar and appointment automation
4. Master AI-powered communication tools like smart email drafting and chatbots
5. Implement automated document creation and formatting using AI
6. Enhance executive support through predictive analytics and smart reporting
7. Manage AI-integrated CRM systems for improved client follow-ups
8. Use natural language processing (NLP) to improve data analysis
9. Apply AI-enhanced project management tools
10. Understand data privacy and ethical AI use in administrative roles
11. Develop skills in using voice assistants and AI meeting tools
12. Integrate AI-driven decision support systems
13. Stay updated on AI trends and future-ready administrative tools

Target Audience:

- Executive Administrative Assistants
- Virtual Assistants
- Office Managers
- Administrative Coordinators
- Executive Secretaries
- HR Assistants
- Operations Specialists
- Administrative Professionals transitioning into tech roles

Course Duration:

- 5 days

Course Modules:

Module 1: Introduction to AI in the Workplace

- Define Artificial Intelligence and Machine Learning
- Explore AI's impact on business support roles
- Understand AI trends in modern offices
- Identify key AI tools used by top companies

- Discuss AI ethics and data confidentiality

Module 2: AI Tools for Communication Efficiency

- Use ChatGPT for professional email drafting
- Automate replies and follow-ups
- Optimize grammar and tone using AI editors
- Translate communications using AI tools
- Record and summarize meetings using AI apps

Module 3: Calendar and Task Automation

- Use AI scheduling tools like Clockwise & x.ai
- Sync calendars across platforms using AI
- Automate reminders and task alerts
- Manage recurring tasks through smart assistants
- Analyze productivity patterns with AI

Module 4: Document Management with AI

- Generate reports and documents using AI templates
- Auto-format documents with style consistency
- Summarize long documents with AI tools
- Extract key data from PDFs and Excel sheets
- Track document changes with AI audit tools

Module 5: AI-Driven Project Management

- Use AI in tools like Asana, Trello, and Notion
- Predict deadlines and optimize resource allocation
- Generate smart to-do lists
- Set project goals with AI insight
- Collaborate with AI-powered team dashboards

Module 6: AI for Data and Insights

- Use AI to analyze executive metrics
- Generate visual reports using AI dashboards
- Use NLP to summarize large datasets
- Interpret trends in client or project data
- Make strategic recommendations using AI

Module 7: Voice Assistants and Meeting AI

- Use voice AI (Alexa, Siri, Google Assistant) in scheduling
- Transcribe meetings using Otter.ai and Fireflies.ai
- Organize meeting notes automatically
- Set up smart meeting agendas
- Delegate tasks using voice commands

Module 8: Future of AI in Administrative Careers

- Explore emerging tools and platforms
- Understand AI career upskilling paths
- Identify evolving roles and digital competencies
- Plan personal AI skill growth
- Join AI professional communities and forums

Training Methodology

- **Blended Learning Approach:** Combination of theoretical knowledge and practical applications to ensure comprehensive learning.
- **Interactive Lectures:** Engaging presentations covering AI fundamentals, automation tools, and AI applications relevant to administrative tasks.
- **AI Tools Demonstrations:** Live demonstrations of AI-powered tools like virtual assistants, scheduling software, and email management systems.
- **Hands-on Exercises:** Practical exercises to enable participants to experiment with AI tools for real-world administrative tasks (e.g., scheduling, data organization, task management).
- **Case Studies:** Analysis of real-world examples of AI implementations in executive support roles to highlight benefits and challenges.
- **Group Discussions:** Collaborative sessions for participants to share experiences, discuss AI integration strategies, and problem-solve together.
- **Quizzes and Assessments:** Short quizzes and assignments to reinforce concepts and assess understanding of AI tools and techniques.
- **Q&A Sessions:** Dedicated time for live interaction with instructors to clarify doubts, provide guidance, and discuss challenges.
- **Resource Materials:** Comprehensive materials, including AI tool tutorials, guides, and additional reading on AI trends in administrative support.
- **Capstone Project:** A final project where participants will apply learned AI skills to automate a real administrative task.
- **Optional: Post-Training Support:** Ongoing access to a digital platform for further learning, peer collaboration, and troubleshooting.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com