

Generative AI in Business (for content, proposals, resumes, job prep, etc.) (8 Hours)

Session 1: Understanding Generative AI (1 hour)

- What is Generative AI? (ChatGPT, Copilot, Bard, etc.)
- Applications in business and career growth
- Limitations, risks & ethical considerations

Session 2: AI for Business Content Creation (1.5 hours)

- Writing blogs, reports, and presentations
- Social media & LinkedIn content with AI
- Case study: creating a content calendar using AI

Session 3: AI for Proposals & Client Communications (1.5 hours)

- Drafting winning proposals with AI
- Automating emails & RFP responses
- Roleplay: AI-assisted pitch creation

Session 4: AI for Resumes & Job Applications (1 hour)

- AI for resume tailoring & keyword optimization
- Cover letter automation
- Simulating interview prep with AI tools

Session 5: Productivity & Workflow Automation (1 hour)

- AI in Excel, Word, and PowerPoint (Microsoft Copilot)
- AI chatbots for task management
- Real-world business automation examples

Session 6: Hands-On Practice (2 hours)

- Group activity: create a proposal, resume & blog post using AI
 - Review & feedback session
 - Building a personalized AI toolkit
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