



ADMINISTRATION AND SECRETARIAL | AS-017

# AI Tools for Administrative Professionals

## Contact

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## Address

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# Course content

## Why Attend

AI tools can help administrative professionals draft emails, summarise documents, take meeting notes, organise information and automate routine tasks. Learning to use them safely can save hours each week.

This Aractech course covers generative AI basics, practical prompts for administrative tasks, AI in Microsoft 365 and other tools, meeting summaries, document preparation, research, automation and safe use with confidential information. Participants build a personal AI toolkit.

## Course Methodology

- Hands-on exercises
- Prompt practice
- Demonstrations
- Scenarios
- Toolkit building

## Course Objectives

- Understand AI tools and their limitations
- Write effective prompts for administrative tasks
- Use AI for drafting, summarising and research
- Use AI for meetings and document preparation
- Automate routine tasks
- Protect confidential information when using AI

## Target Audience

- Administrative professionals
- Executive assistants

# Course content

- Secretaries
- Office managers

# Course outline

## Detailed course outline

Day-by-day outline for AI Tools for Administrative Professionals.

### Day 1 - AI Basics

- 09:00-09:45 | What AI tools can do
- 09:45-10:30 | Popular tools
- 10:30-11:00 | Limitations
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Limitations (continued)
- 11:45-12:30 | Policies
- 12:30-14:00 | Exercise: Task mapping

### Day 2 - Prompting

- 09:00-09:45 | Prompt principles
- 09:45-10:30 | Templates
- 10:30-11:00 | Iteration
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Iteration (continued)
- 11:45-12:30 | Tone and style
- 12:30-14:00 | Lab: Prompt practice

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### Day 3 - Documents and Communication

- 09:00-09:45 | Email drafting
- 09:45-10:30 | Summarising
- 10:30-11:00 | Reports
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Reports (continued)
- 11:45-12:30 | Translation
- 12:30-14:00 | Lab: Document tasks

### Day 4 - Meetings and Automation

- 09:00-09:45 | Meeting notes
- 09:45-10:30 | Action lists
- 10:30-11:00 | Scheduling help
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Scheduling help (continued)
- 11:45-12:30 | Automation
- 12:30-14:00 | Case study: AI-enabled assistant

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### Day 5 - Safe Use

- 09:00-09:54 | Confidentiality
- 09:54-10:48 | Accuracy checks
- 10:48-11:00 | Ethics
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Ethics (continued)
- 12:12-13:06 | Continuous learning
- 13:06-14:00 | Capstone: Personal AI toolkit

# Seminar dates

## Available seminar dates

Live dates and pricing for AI Tools for Administrative Professionals generated from the course details page.

| Date                  | Location     | Format    | Fee    |
|-----------------------|--------------|-----------|--------|
| 9 - 13 November 2026  | Munich       | Classroom | €3,225 |
| 14 - 18 December 2026 | Barcelona    | Classroom | €2,815 |
| 18 - 22 January 2027  | Barcelona    | Classroom | €2,815 |
| 15 - 19 February 2027 | Paris        | Classroom | €3,825 |
| 15 - 19 March 2027    | Munich       | Classroom | €3,225 |
| 19 - 23 April 2027    | Barcelona    | Classroom | €2,815 |
| 17 - 21 May 2027      | Kuala Lumpur | Classroom | €1,925 |
| 21 - 25 June 2027     | Munich       | Classroom | €3,225 |
| 19 - 23 July 2027     | Barcelona    | Classroom | €2,815 |
| 16 - 20 August 2027   | Barcelona    | Classroom | €2,815 |

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| Date                   | Location      | Format        | Fee    |
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| 20 - 24 September 2027 | Paris         | Classroom     | €3,825 |
| 18 - 22 October 2027   | Munich        | Classroom     | €3,225 |
| 15 - 19 November 2027  | Barcelona     | Classroom     | €2,815 |
| 20 - 24 December 2027  | Kuala Lumpur  | Classroom     | €1,925 |
| 9 - 13 November 2026   | Online / Live | Online / Live | €1,815 |
| 14 - 18 December 2026  | Online / Live | Online / Live | €1,815 |
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