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Global Learning for Operational Leaders



COMMUNICATION AND WRITING SKILLS | CWS-042

Writing with AI Assistants: Quality, Accuracy and Style

Contact

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Course content

Why Attend

Generative AI writing assistants can draft emails, reports, summaries and marketing content in seconds. Used well, they save time and help writers overcome blank pages. Used carelessly, they produce generic, inaccurate or inappropriate text that can damage credibility, leak confidential information or mislead readers.

This Writing with AI Assistants training course teaches professionals how to use AI tools responsibly to produce high-quality business writing. Participants learn how AI writing tools work and where they fail, how to write effective prompts, how to verify facts and sources, how to edit AI drafts so they sound authentic and on-brand, and how to manage confidentiality, intellectual property and organisational policy.

Course Methodology

• The course is hands-on, with participants using AI writing tools on realistic writing tasks where permitted. Exercises compare prompts, check AI outputs for errors, rewrite generic drafts into strong professional writing and apply style guides. Discussion covers risks, policies and good practice.

Course Objectives

• Explain how AI writing assistants generate text and their limitations

• Identify suitable and unsuitable uses of AI in business writing

• Write clear prompts that produce useful drafts

• Verify facts, figures and sources in AI-generated text

• Edit AI drafts for accuracy, clarity and authentic voice

• Maintain brand style and tone when using AI tools

Target Audience

• Professionals who write reports, emails and documents

• Communications and marketing staff

• Managers and team leaders

Course content

- Executive assistants and administrators

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Course outline

Detailed course outline

Day-by-day outline for Writing with AI Assistants: Quality, Accuracy and Style.

Day 1 - AI Writing Tools Explained

- 09:00-09:34 | How large language models produce text in simple terms
- 09:34-10:08 | Strengths of AI assistants for business writing tasks
- 10:08-10:42 | Limitations: errors, invented facts and generic style
- 10:42-11:00 | Appropriate and inappropriate uses of AI in writing
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Appropriate and inappropriate uses of AI in writing (continued)
- 11:46-12:20 | Organisational policies on generative AI use
- 12:20-12:53 | The writer's responsibility for final content
- 12:53-14:00 | Exercise: evaluating AI drafts for quality

Day 2 - Prompting for Better Drafts

- 09:00-09:34 | Elements of an effective writing prompt
- 09:34-10:08 | Providing context, audience, purpose and constraints
- 10:08-10:42 | Using examples and style guidance in prompts
- 10:42-11:00 | Iterating and refining outputs step by step
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Iterating and refining outputs step by step (continued)
- 11:46-12:20 | Prompting for outlines, summaries and rewrites
- 12:20-12:53 | Avoiding over-reliance on a single prompt
- 12:53-14:00 | Workshop: improving prompts for real tasks

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Day 3 - Accuracy and Verification

- 09:00-09:34 | Why AI tools sometimes invent facts and sources
- 09:34-10:08 | Checking figures, names, dates and references
- 10:08-10:42 | Verifying claims against reliable sources
- 10:42-11:00 | Spotting outdated or biased information
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Spotting outdated or biased information (continued)
- 11:46-12:20 | Summarising documents accurately with AI support
- 12:20-12:53 | Documenting checks for high-stakes content
- 12:53-14:00 | Exercise: finding errors in AI-generated reports

Day 4 - Editing for Voice and Style

- 09:00-09:34 | Recognising generic and repetitive AI writing patterns
- 09:34-10:08 | Editing drafts to sound natural and authentic
- 10:08-10:42 | Applying brand voice and organisational style guides
- 10:42-11:00 | Tightening structure and removing filler
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Tightening structure and removing filler (continued)
- 11:46-12:20 | Adapting tone for different readers and channels
- 12:20-12:53 | Combining human insight with AI efficiency
- 12:53-14:00 | Workshop: transforming an AI draft into strong writing

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Day 5 - Responsible and Ethical AI Writing

- 09:00-09:34 | Protecting confidential and personal information
- 09:34-10:08 | Intellectual property and copyright considerations
- 10:08-10:42 | Disclosure of AI assistance where appropriate
- 10:42-11:00 | Avoiding bias and inappropriate content
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Avoiding bias and inappropriate content (continued)
- 11:46-12:53 | Building team guidelines for AI-assisted writing
- 12:53-13:27 | Final writing task with AI support and feedback
- 13:27-14:00 | Personal action plan for writing with AI

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Seminar dates

Available seminar dates

Live dates and pricing for Writing with AI Assistants: Quality, Accuracy and Style generated from the course details page.

Date	Location	Format	Fee
21 - 25 December 2026	London	Classroom	**€2,915**
7 - 11 December 2026	Barcelona	Classroom	**€2,275**
14 - 18 December 2026	Frankfurt	Classroom	**€2,175**
25 - 29 January 2027	London	Classroom	**€2,915**
4 - 8 January 2027	Barcelona	Classroom	**€2,275**
11 - 15 January 2027	Frankfurt	Classroom	**€2,175**
18 - 22 January 2027	Cape Town	Classroom	**€1,825**
1 - 5 February 2027	London	Classroom	**€2,915**
8 - 12 February 2027	Barcelona	Classroom	**€2,275**
15 - 19 February 2027	Frankfurt	Classroom	**€2,175**

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Seminar dates

Available seminar dates

Live dates and pricing for Writing with AI Assistants: Quality, Accuracy and Style generated from the course details page.

Date	Location	Format	Fee
22 - 26 February 2027	Dubai	Classroom	**€2,845**
8 - 12 March 2027	London	Classroom	**€2,915**
15 - 19 March 2027	Barcelona	Classroom	**€2,275**
22 - 26 March 2027	Frankfurt	Classroom	**€2,175**
1 - 5 March 2027	Geneva	Classroom	**€3,315**
19 - 23 April 2027	London	Classroom	**€2,915**
26 - 30 April 2027	Barcelona	Classroom	**€2,275**
5 - 9 April 2027	Frankfurt	Classroom	**€2,175**
12 - 16 April 2027	Istanbul	Classroom	**€2,825**
24 - 28 May 2027	London	Classroom	**€2,915**

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Seminar dates

Available seminar dates

Live dates and pricing for Writing with AI Assistants: Quality, Accuracy and Style generated from the course details page.

Date	Location	Format	Fee
3 - 7 May 2027	Barcelona	Classroom	**€2,275**
10 - 14 May 2027	Frankfurt	Classroom	**€2,175**
17 - 21 May 2027	Kuala lumpur	Classroom	**€2,425**
21 - 25 June 2027	London	Classroom	**€2,915**
7 - 11 June 2027	Barcelona	Classroom	**€2,275**
14 - 18 June 2027	Frankfurt	Classroom	**€2,175**
12 - 16 July 2027	London	Classroom	**€2,915**
19 - 23 July 2027	Barcelona	Classroom	**€2,275**
26 - 30 July 2027	Frankfurt	Classroom	**€2,175**
5 - 9 July 2027	Munich	Classroom	**€2,425**

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Date	Location	Format	Fee
16 - 20 August 2027	London	Classroom	**€2,915**
23 - 27 August 2027	Barcelona	Classroom	**€2,275**
2 - 6 August 2027	Frankfurt	Classroom	**€2,175**
9 - 13 August 2027	Paris	Classroom	**€2,810**
20 - 24 September 2027	London	Classroom	**€2,915**
6 - 10 September 2027	Barcelona	Classroom	**€2,275**
13 - 17 September 2027	Frankfurt	Classroom	**€2,175**
4 - 8 October 2027	London	Classroom	**€2,915**
11 - 15 October 2027	Barcelona	Classroom	**€2,275**
18 - 22 October 2027	Frankfurt	Classroom	**€2,175**

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Seminar dates

Available seminar dates

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Date	Location	Format	Fee
25 - 29 October 2027	Vienna	Classroom	**€3,425**
8 - 12 November 2027	London	Classroom	**€2,915**
15 - 19 November 2027	Barcelona	Classroom	**€2,275**
22 - 26 November 2027	Frankfurt	Classroom	**€2,175**
1 - 5 November 2027	Amsterdam	Classroom	**€3,215**
20 - 24 December 2027	London	Classroom	**€2,915**
27 - 31 December 2027	Barcelona	Classroom	**€2,275**
6 - 10 December 2027	Frankfurt	Classroom	**€2,175**
13 - 17 December 2027	Cape Town	Classroom	**€1,825**
21 - 25 December 2026	Online / Live	Online / Live	**€1,625**

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Live dates and pricing for Writing with AI Assistants: Quality, Accuracy and Style generated from the course details page.

Date	Location	Format	Fee
7 - 11 December 2026	Online / Live	Online / Live	**€1,625**
14 - 18 December 2026	Online / Live	Online / Live	**€1,625**
25 - 29 January 2027	Online / Live	Online / Live	**€1,625**
4 - 8 January 2027	Online / Live	Online / Live	**€1,625**
11 - 15 January 2027	Online / Live	Online / Live	**€1,625**
18 - 22 January 2027	Online / Live	Online / Live	**€1,625**
1 - 5 February 2027	Online / Live	Online / Live	**€1,625**
8 - 12 February 2027	Online / Live	Online / Live	**€1,625**
15 - 19 February 2027	Online / Live	Online / Live	**€1,625**
22 - 26 February 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
8 - 12 March 2027	Online / Live	Online / Live	**€1,625**
15 - 19 March 2027	Online / Live	Online / Live	**€1,625**
22 - 26 March 2027	Online / Live	Online / Live	**€1,625**
1 - 5 March 2027	Online / Live	Online / Live	**€1,625**
19 - 23 April 2027	Online / Live	Online / Live	**€1,625**
26 - 30 April 2027	Online / Live	Online / Live	**€1,625**
5 - 9 April 2027	Online / Live	Online / Live	**€1,625**
12 - 16 April 2027	Online / Live	Online / Live	**€1,625**
24 - 28 May 2027	Online / Live	Online / Live	**€1,625**
3 - 7 May 2027	Online / Live	Online / Live	**€1,625**

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10 - 14 May 2027	Online / Live	Online / Live	**€1,625**
17 - 21 May 2027	Online / Live	Online / Live	**€1,625**
21 - 25 June 2027	Online / Live	Online / Live	**€1,625**
7 - 11 June 2027	Online / Live	Online / Live	**€1,625**
14 - 18 June 2027	Online / Live	Online / Live	**€1,625**
12 - 16 July 2027	Online / Live	Online / Live	**€1,625**
19 - 23 July 2027	Online / Live	Online / Live	**€1,625**
26 - 30 July 2027	Online / Live	Online / Live	**€1,625**
5 - 9 July 2027	Online / Live	Online / Live	**€1,625**
16 - 20 August 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
23 - 27 August 2027	Online / Live	Online / Live	**€1,625**
2 - 6 August 2027	Online / Live	Online / Live	**€1,625**
9 - 13 August 2027	Online / Live	Online / Live	**€1,625**
20 - 24 September 2027	Online / Live	Online / Live	**€1,625**
6 - 10 September 2027	Online / Live	Online / Live	**€1,625**
13 - 17 September 2027	Online / Live	Online / Live	**€1,625**
4 - 8 October 2027	Online / Live	Online / Live	**€1,625**
11 - 15 October 2027	Online / Live	Online / Live	**€1,625**
18 - 22 October 2027	Online / Live	Online / Live	**€1,625**
25 - 29 October 2027	Online / Live	Online / Live	**€1,625**

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8 - 12 November 2027	Online / Live	Online / Live	**€1,625**
15 - 19 November 2027	Online / Live	Online / Live	**€1,625**
22 - 26 November 2027	Online / Live	Online / Live	**€1,625**
1 - 5 November 2027	Online / Live	Online / Live	**€1,625**
20 - 24 December 2027	Online / Live	Online / Live	**€1,625**
27 - 31 December 2027	Online / Live	Online / Live	**€1,625**
6 - 10 December 2027	Online / Live	Online / Live	**€1,625**
13 - 17 December 2027	Online / Live	Online / Live	**€1,625**