AI Mastery: Bridging Workplace Tools and Vibe Coding

Duration: 3 days training

Overview:

This 3-day program provides a comprehensive approach to leveraging AI tools for workplace and business productivity, covering everything from foundational AI understanding to practical business applications and how to design, plan, and build AI apps and assistant without traditional coding; using vibe coding, Gemini Canvas, and Google AI Studio. Participants will learn how to use AI tools effectively for daily tasks such as reporting, communication, data analysis, and content creation, while also gaining the ability to integrate these tools into structured workflows that enhance efficiency and decision-making.

Over the three days, the program progresses from building core AI skills and prompt engineering techniques, to applying AI in real business functions such as marketing, operations, and strategic planning, and confidently to prototype AI solutions without coding.

The program is highly practical, focusing on real workplace scenarios across administration, operations, marketing, and business functions.

Training Outcome:

By the end of this program, participants will be able to:

- Apply Generative AI tools to automate daily work tasks
- Design effective prompts for consistent and high-quality outputs
- Generate reports, presentations, and insights using AI
- Enhance communication, marketing, and content creation using AI tools
- Understand the concept of vibe coding and structured prompting
- Design end-to-end AI workflows and apps visually using Gemini Canvas
- Apply tone, structure, and consistency to AI outputs
- Build simple AI tools and assistants using Google AI Studio (Builder Mode)
- Translate business processes into AI-powered solutions

Target Audience:

- Corporate professionals and administrators
- Business owners and entrepreneurs
- Marketing, operations and support teams
- Beginners to intermediate AI users

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Day 1 - Foundations of AI & Workplace Productivity

Enabling Objectives	Content	Methodology	Estimated Time
Introduction, setting expectations & objectives	Overview of the training objectives and expected outcomes.	Icebreaker activities to introduce participants and set the tone for the training.	9:00 – 9:30
Module 1: Understanding AI for Business & Work	• Introduction to AI, Machine Learning, and Generative AI • How AI is transforming workplace productivity • Capabilities, limitations, and risks of AI • Data sensitivity, privacy, and compliance • AI as assistant, analyst, and creative partner	Lecture Case study Discussion	9:30 – 11:00
Module 2: Prompt Engineering for Productivity	• Fundamentals of prompt design • Role-based prompting and context setting • How to craft powerful prompts for business and work use • The core elements of prompt design • Prompt frameworks: Ask-Before-Answer, Emotional, Laddering, and Self-Evaluative • CREATE Framework • Hands-on: Writing prompts for reflection, planning, and productivity	Lecture Demonstration Hands on practice	11:15 – 12:45
	Lunch break		12:45 – 13:45
	Quick Team Activity	Energizer	13:45 – 13:55
Module 3: AI for Administrative & Data Tasks	AI-Powered Document & Report Generation • Create professional letters, memos, and reports using AI • Maintain formatting consistency and compliance	Lecture, Demonstration, Hands-on practice	13:55 – 17:00

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	Data Analysis & Visualization • Automate Excel-based reports and generate charts • Use AI insights for decision-making and forecasting AI-Generated Presentations • Generate PowerPoint slides and speaker notes using AI • Use structured templates for professional presentations Hands-on Activity: • Create a report, analyze data, and generate a presentation using AI **Tools:** ChatGPT, Gemini, Copilot, Claude, Perplexity, DeepSeek		

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Day 2 - AI for Communication, Marketing & Business Use

Enabling Objectives	Content	Methodology	Estimated Time
Recap and Introduction to Day 2	• Brief recap of Day 1 activities and learnings. • Introduction to the agenda for Day 2.	Icebreaker activities to warm up the team	9:00 – 9:15
Module 4: AI for Office Communication & Workflow	• Meeting transcription and summarization • Email drafting, automation, and task management • Translation and multilingual communication • **Hands-on Activity:** Generate meeting minutes and automate follow-ups **Tools:** Otter, TLDV, Transkriptor, ChatGPT, Gemini, Copilot	Lecture Demonstration Hands on practice	9:15 – 10:30
Module 5: AI for Content & Marketing	• Creating social media content using AI • AI-generated visuals, videos, and branding assets • Storytelling and content structuring • **Hands-on Activity:** Create a marketing campaign (post + video) **Tools:** Canva, Ideogram, InVideo, HeyGen	Lecture Demonstration Hands on practice	10.30 – 12.30
	Lunch break		12:30 – 13:30
	Quick Team Activity	Energizer	13:30 – 13:40
Module 6: AI for Business Insights & Strategy	• Market research using AI tools • Competitor and trend analysis • AI for decision-making and reporting • AI-assisted SOP and workflow documentation • **Hands-on Activity:** Solve a business scenario using AI tools	Demonstration, Hands-on practice, Group presentation	13:40 – 15:30

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	Tools: Perplexity, ChatGPT Advanced Data Analysis, Qwen		
Module 7: Building AI Agents for Workplace	• What are AI Agents and how they differ from prompts • Use cases of AI agents in business (customer support, reporting, content generation, internal assistants) • Designing task-specific agents for different departments (Admin, Marketing, Operations) Building AI Agents with Different Platforms • Creating Custom GPTs using ChatGPT (instruction, knowledge, actions) • Building AI Agents in Microsoft Copilot (workflow-based agents for business tasks) • Introduction to Google Opal (agent-based workflows and task automation) Agent Design Principles • Defining roles, goals, and instructions • Structuring knowledge inputs and data sources • Ensuring accuracy, control, and consistency **Hands-on Activity:** Build a simple AI agent (e.g., email assistant / report generator / marketing content agent) **Tools:** ChatGPT (Custom GPTs), Microsoft Copilot Agents, Google Opal		15:30 – 17:00

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Day 3 – Introduction to Vibe Coding with Gemini Canvas & Google AI Studio

Enabling Objectives	Content	Methodology	Estimated Time
Recap and Introduction to Day 3	• Brief recap of Day 2 activities and learnings. • Introduction to the agenda for Day 3.	Icebreaker activities to warm up the team	9:00 – 9:15
Module 8: What is Vibe Coding?	• Why traditional prompts fail • Teaching AI "how we work" • Structure, tone, and consistency • Few-shot prompting explained simply Hands-on: Create your first structured prompt template	Lecture Demonstration Hands on practice	9:15 – 10:15

Module 9: Creating Vibe Profiles	• Defining tone and structure
	• Output formatting rules
	• Reusable vibe profiles
	• Examples
	  ○ Formal / Professional
	  ○ Friendly / Customer-Facing
	  ○ Structured / Executive Summary
	  ○ Compliance-Sensitive
	Hands-on: Create 3 vibe profiles for your role
		Lecture
		Hands on
			10:15 – 11:30

Module 10: Gemini Canvas: Visual AI Workflow Planning and Apps Building	• What Gemini Canvas is used for • Mapping inputs → AI logic → outputs • Connecting vibe profiles + knowledge sources • Turning ideas into build-ready apps Hands-on: Design 1 complete AI apps in Gemini Canvas	Demonstration Hands on practice	11:30 – 13:00
	Lunch break		13:00 – 14:00
Module 11: Google AI Studio (Builder	• Overview of AI Studio • Input & output configuration • Prompt layering with vibe coding	Demonstration, Hands-on practice	14:00 – 15:15

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Mode)	• Reference documents & formatting • Testing and refinement Hands-on: Build 1 functional AI assistant/tool		

Module 12: Practical Build Lab	• Participants choose ONE:
	  ○ SOP / document simplifier
	  ○ Request or email response generator
	  ○ Summary & reporting assistant
	  ○ Decision-support helper
	  ○ Knowledge-based Q&A assistant
	• Includes:
	  ○ Vibe coding
	  ○ Canvas planning
	  ○ AI Studio build
		Demonstration, Hands-on practice	15:15 – 16:30

Module 13: Deployment & Next Steps	• Deployment options: • Shareable AI Studio links • Internal use tools • Scaling ideas • Identifying quick wins vs advanced builds	Discussions	16:30 – 17:00

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