

Session	Topics	Tools
Morning	Setting up accounts	Gmail, ChatGPT
	Prompt Engineering	ChatGPT/GEMINI
	Working with documents/Business Writing etc	ChatGPT/GEMINI
	AI Presentations	Canva
Afternoon	AI Data Analytics and Automation	Canvas
	AI for Scheduling and Resource Allocation	
	Taking meeting notes	
	AI for Multimedia (Image Generation, Video Generation)	ChatGPT. Capcut