CHUA CHU KANG COMMUNITY CLUB

IT CENTRE

Using AI to Support My Career : Work Smarter, Not Harder

Course Overview & Learning Objectives
Providing professionals with skills to integrate high-end AI models like Microsoft Copilot and Claude into their career toolkit.

Who should attend:

Any professional / PMET with interest in incorporating AI in their work.

Course Outline:

Minutes	Segment	Description & Specific Named Apps
15	AI in the Modern Workplace	Understanding AI role in professional growth.
30	Nuanced Writing & Analysis with Claude	Drafting reports and analyzing text.
30	Strategic Planning with MS Copilot	Structuring reports and problem-solving.
15	Streamlining Professional Workflows	Organizing outputs.
20	Professional Integration	Customizing AI to industry voice.
10	Q&A & Next Steps	Ethical considerations and privacy.

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Duration : **2 hours**

AI : **Copilot and Claude**

Course Fee: $25(M) /$30(NM)

Date: 05 Nov, Thurs, 7-10pm

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