**AiMNEXT**
Professional Training & Consulting

*Series*

**10-Hour AI Mastery Bootcamp**

Online AI Workshop:

# ENHANCE YOUR AI CAPABILITIES UNLOCK x10 PRODUCTIVITY AT WORK

**zoom** *(8:30-12:00)*

**Workshop 1**: **23/9/2025**
Mastering the art of communication with AI

**Workshop 2**: **03/10/2025**
AI-powered reporting, work & project management

**Workshop 3**: **23/10/2025**
Build your personal AI assistant

**Imagine if you could:**

- Turn hours of drafting emails, writing announcements, and creating checklists... into just 10 minutes of **smart prompting** for perfect, purpose-driven output.
- Complete **reports in just 1 hour** that used to take days.
- Transform **work and project planning & management** from hours of struggle into **a few simple clicks.**
- Most importantly - Get your own **personal AI assistant**, custom-built for your specific workflow and needs.

**Contact person**
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## Workshop 1: MASTERING THE ART OF COMMUNICATION WITH AI

**Part 1: AI Foundation & Basic prompting techniques**

- Introduction to AI and Generative AI
  How to integrate AI into your department's workflows
- Basic prompting techniques
- Practice: Creating prompts for specific work scenarios

**Part 2: Optimizing prompts for specific work goals**

- Writing prompts to match specific requirements
- Advanced prompting techniques for greater accuracy
- Practice: Creating advanced prompts for real work scenarios and applying them across various AI tools

## Workshop 2: AI-POWERED REPORTING WORK & PROJECT MANAGEMENT

**Part 1: Creating Reports and Presentations with AI**

- Develop logical report structure
- AI-driven data visualization (Charts, Graphs, Dashboards)
- Create professional slides with Gamma
- Practice: Build reports with AI support

**Part 2: AI Applications in Work and Project Management**

- Set up SMART goals with AI
- Define roles and responsibilities using RACI model
- Task prioritization & time management with AI
- Cross-check AI planning recommendations with Self-consistency techniques
- Integrate AI tools into work and project management workflows
- Practice: Apply AI for work & project management

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## Turn Trend into Competency Master AI to Lead as a Pioneer

## OBJECTIVE

**Comprehensive AI usage skills**
Gain solid foundational knowledge, master prompt optimization techniques, and apply them effectively to boost work productivity

**Advanced Data Analysis and Report Skills**
Save time analyzing data and create clear, visual, professional reports and presentations

**Effective Work and Project Management**
Effectively set goals, allocate resources, manage tasks, and use digital tools for efficient work and project management.

**Build Your Personal AI Assistant to Automate Repetitive Work and Increase Productivity**
Identify your needs, create effective prompts, train AI assistants, and set up automation to boost your productivity.

## REGISTRATION

Scan QR code or click <u>here</u> to register

SCAN ME

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## Workshop 3: BUILD YOUR PERSONAL AI ASSISTANT

**Part 1: AI Assistant and Automation**

- Understand different types of personal AI
- Write effective prompts to command AI
- Machine Learning (ML) Techniques: Train AI to learn your work style
- Few-shot prompting: Teaching AI with examples
- Design your personal AI assistant
- Demonstration of an AI assistant

**Part 2: Build Your AI Assistant - Practice Session**

- Identify your needs and design AI workflows
- Practice: Create your AI assistant
- Test and optimize your AI assistant
- Sharing and feedback session

## INFORMATION

- **Duration**: 0.5 day (from 8:30 ~ 12:00) /workshop
- **Language**: Vietnamese
- **Trainer**: **Mr. B. M. Nhat –** CEO of Vietnam AI Research & Application Center
- **Fee**: **1.350.000 VND**/person/workshop (excluding VAT)
- **Special offer**:
  + 5% discount for applications with 2-4 participants
  + 10% discount for applications with 5 or more participants
  + 10% discount when 1 person registers for 3 workshops
  *\* Promotions cannot be combined*
- **Format: Online via Zoom**
- **Target:** Those who want to apply AI to their daily work
  * Note: Recommend completing Workshop 1 first, as it provides the essential foundation required for Workshops 2 and 3.
- **Registration**: Scan QR code to fill in the Application form.
  After receiving your information, our staff will contact to you for the next steps.