

# AI in Office Work

## AIM OF THE TRAINING

This training presents AI not as a text generator, but as a full-fledged work tool. After this training, participants not only know how to use AI “for writing,” but become professionals who can implement intelligent automation elements, create work standards, and raise the quality of materials produced by the entire team.

## TRAINING PROGRAM

### 1. AI as an analytical and creative assistant

- Creating analyses, meeting summaries, recommendations, case studies, process descriptions, checklists, and presentations

### 2. Advanced use of AI in Excel, PowerPoint, and Outlook

- Data analysis
- Generating visual content
- Automatic formatting
- Creating document and report structures

### 3. AI and automation in the Microsoft 365 environment

- Connecting AI with workflows
- Creating drafts of automated communications
- Enriching processes and interpreting data

### 4. Secure and compliant use of AI in the organization

- How to implement AI wisely
- How to protect confidentiality
- How to establish work standards
- How to increase AI adoption across teams

## BENEFITS

- You will gain confidence that you use AI intentionally and professionally
- You will get the ability to create documents, reports, and analyses in a fraction of the time
- You will get insight into how AI can support automation, processes, and collaboration in your organization

## LECTURER

### Tomasz Budziński

A project manager with 15 years of experience in HR and recruitment, covering both strategic and operational roles. He focuses on making processes and tools simpler and more human through smart automation. His trainings are hands-on, real-time, and packed with practical tips participants can use right away.

## TRAINING DETAILS

**Duration:** 2 sessions, 3 hours each

**Time:** 9:00 – 12:30

**Date:** 23,24 April 2026

**Language:** Polish/English

**Place:** live on-line, Zoom platform

**Price:** 850 PLN net + VAT

**For registration until: 20 February 2026**

/ 10% - individual discount

/ 15% - group discount – 2 people or more