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AI AT WORK

Practical Artificial Intelligence Training for the Philippine Workplace

A 1-day Training Program in the Philippines

TRAINING OVERVIEW

Artificial Intelligence (AI) is no longer limited to technology companies or specialists. Across the Philippines, AI is now being used in everyday work—from writing emails and reports, analyzing data, improving customer service, streamlining operations, supporting decision-making, and enhancing productivity.

This **AI Training in the Philippines** is designed to help employees, supervisors, managers, and professionals **understand AI clearly, use it responsibly, and apply it practically** in their day-to-day work—regardless of industry, role, or technical background.

The program focuses on **AI awareness, practical workplace applications, ethical and responsible use, and hands-on experience with AI tools**, ensuring participants leave confident—not intimidated—by AI.

TRAINING GOAL

To equip participants with a clear understanding of Artificial Intelligence and the practical skills to use AI tools responsibly and effectively to improve productivity, decision-making, and work quality in the Philippine workplace.

TRAINING OBJECTIVES

By the end of the training, participants will be able to:

1. Understand what AI is and how it is currently used in the workplace
2. Identify practical AI applications relevant to daily work tasks
3. Use AI tools to support writing, analysis, problem-solving, and productivity
4. Recognize ethical, security, and responsibility considerations in AI use
5. Create a personal action plan for applying AI safely and effectively at work

TRAINING OUTLINE (1 DAY | 8:00 AM – 5:00 PM)

Module 1: Understanding Artificial Intelligence in the Workplace

8:00 AM – 10:00 AM

Focus: Building AI awareness without technical complexity

Topics Covered:

- What Artificial Intelligence is (and what it is not)
- Common myths and misconceptions about AI

- Types of AI used at work today (generative AI, automation, analytics)
- How AI is already affecting jobs in the Philippines
- AI as a tool: augmentation vs. replacement

Preview of Supporting Activity:

AI Awareness Exercise:

“Where do I already encounter AI in my work and daily life?”

10:00 AM – 10:15 AM | Morning Break

Module 2: Practical AI Applications for Everyday Work

10:15 AM – 12:00 NN

Focus: Making AI useful across all job roles

Topics Covered:

- Using AI for writing emails, reports, and documents
- AI for research, summarization, and idea generation
- AI for data interpretation and basic analysis
- AI for customer service, operations, and administrative support
- Productivity use cases applicable across departments

Preview of Supporting Activity:

Guided Practice:

Participants test AI prompts for common workplace tasks (writing, summarizing, planning)

12:00 NN – 1:00 PM | Lunch Break

Module 3: Responsible, Ethical, and Secure Use of AI

1:00 PM – 3:00 PM

Focus: Using AI wisely and safely in the Philippine context

Topics Covered:

- Data privacy and confidentiality considerations
- What information should never be shared with AI tools
- Ethical risks: bias, over-reliance, misinformation
- Human judgment vs. AI output
- Workplace accountability when using AI

Preview of Supporting Activity:

Scenario Discussion:

“Is it appropriate to use AI in this situation?”

3:00 PM – 3:15 PM | Afternoon Break

Module 4: AI Adoption, Action Planning, and Future Readiness

3:15 – 5:00 PM

Focus: Turning learning into sustainable practice

Topics Covered:

- Identifying work areas where AI adds value
- Setting boundaries and guidelines for AI use
- Developing an AI-supported workflow
- Preparing for AI-driven changes in the workplace
- Continuous learning and upskilling in AI

Preview of Supporting Activity:

Individual Output:

My AI at Work Action Plan

(How I will use AI responsibly starting next week)

TRAINING METHODS

- Short, focused lecturettes (plain-language, non-technical)
- Live demonstrations of AI tools
- Guided hands-on practice
- Scenario-based discussions
- Individual action planning