

Working with AI Administrative Assistants and Chatbots

Length: 1/2 Day

COURSE CONTENT

Explore the use of AI assistants to handle common requests, remind you of important dates and deliverables, organize files, and boost overall productivity. At the end of this course, you'll be able to:

- Select an AI assistant that works for you and your organization
- Develop a method of training and working with your AI assistant