

AI-Mind the Gap

Close the Gap Between AI and Real Work Skills

BRING YOUR COMPUTER, LEAVE WITH PRACTICAL AI SKILLS YOU CAN USE IMMEDIATELY

WEDNESDAY 25 MARCH

THE CLUBHOUSE
RUE NICOLE 3
1260 NYON



www.hunterlearningsolutions.ch

FACILITATED BY
ELIZABETH HUNTER, M.ED
AI SKILLS TRAINER AND LEARNING & DEVELOPMENT SPECIALIST

WORKSHOP 1 - PRACTICAL AI SKILLS 18:00 - 19:30

LEARN HOW TO:

- WRITE EFFECTIVE PROMPTS
- UNDERSTAND KEY AI TOOLS
- USE AI SAFELY WITH WORK INFORMATION
- SEE A PRACTICAL EXAMPLE OF AI AUTOMATION

WORKSHOP 2 - MICROSOFT COPILOT SKILLS FOR WORK 20:00 - 21:30

LEARN HOW TO:

- USE COPILOT WITHIN MICROSOFT 365
- WRITE EFFECTIVE PROMPTS FOR COPILOT
- SUMARISE DOCUMENTS AND MEETINGS
- AUTOMATE EVERYDAY TASKS

PRICING SINGLE WORKSHOP

CHF 95 EARLY REGISTRATION
CHF 120 STANDARD REGISTRATION

EARLY REGISTRATION AVAILABLE UP TO 2 DAYS
BEFORE THE WORKSHOP
STANDARD REGISTRATION APPLIES WITHIN 48
HOURS OF THE WORKSHOP

BOTH WORKSHOPS

CHF 160 EARLY REGISTRATION
CHF 180 STANDARD REGISTRATION

REGISTER VIA WHATSAPP

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SMALL INACTIVE GROUP, LIMITED PLACES

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BRING YOUR COMPUTER, LEAVE WITH PRACTICAL AI SKILLS YOU CAN USE IMMEDIATELY

SATURDAY 29 MARCH
MAISON DE LA FEMME
AVENUE EGLANTINE 6
1006 LAUSANNE



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FACILITATED BY
ELIZABETH HUNTER, M.ED
AI SKILLS TRAINER AND LEARNING & DEVELOPMENT SPECIALIST

WORKSHOP 1 - PRACTICAL AI SKILLS 14:00 - 15:30

LEARN HOW TO:

- WRITE EFFECTIVE PROMPTS
- UNDERSTAND KEY AI TOOLS
- USE AI SAFELY WITH WORK INFORMATION
- SEE A PRACTICAL EXAMPLE OF AI AUTOMATION

WORKSHOP 2 - MICROSOFT COPILOT SKILLS FOR WORK 16:00 - 17:30

LEARN HOW TO:

- USE COPILOT WITHIN MICROSOFT 365
- WRITE EFFECTIVE PROMPTS FOR COPILOT
- SUMARISE DOCUMENTS AND MEETINGS
- AUTOMATE EVERYDAY TASKS

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TUESDAY 24 MARCH

MIA

15 RUE DES SAVOISES
1205 GENÈVE



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AI SKILLS TRAINER AND LEARNING & DEVELOPMENT SPECIALIST

WORKSHOP 1 - PRACTICAL AI SKILLS 18:30 - 20:00

LEARN HOW TO:

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- UNDERSTAND KEY AI TOOLS
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- SEE A PRACTICAL EXAMPLE OF AI AUTOMATION

WORKSHOP 2 - MICROSOFT COPILOT SKILLS FOR WORK 20:15 - 21:45

LEARN HOW TO:

- USE COPILOT WITHIN MICROSOFT 365
- WRITE EFFECTIVE PROMPTS FOR COPILOT
- SUMARISE DOCUMENTS AND MEETINGS
- AUTOMATE EVERYDAY TASKS

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