A fully government owned company functioning under the Ministry of Education,Higher Education & Vocational Education

SDFL
Creating Career Confidence ...

Work Smarter with AI Tools

Objectives

This 2-day course equips corporate officers with practical skills to leverage AI tools for creating impactful presentations, drafting professional emails and letters, and implementing AI-driven automation and integration. Designed for officers, it combines hands-on training with strategic insights to accelerate AI adoption and enhance productivity.



Foundations and Productivity Tools

- Introduction to AI – Concepts and real-world impact on Office-work
- Overview of Popular AI Tools for Office Productivity
- Automating Repetitive Tasks – Scheduling, Email Management, and data entry
- Hands on Session – Using AI for document Creation and Editing (Word, Excel, Powepoint)
- Best Practices for Integrating AI tools into Daily Workflows

Collaboration, Communication and Security

- AI for Team Collaboration – smart meeting notes, Task Management, and Project Tracking
- Enhancing Communication – AI- powered Emal drafting , Summarization , and Translation
- Introduction to AI Video Tools for Office Presentations
- Data Privacy and Security – Designing your Own AI enhanced workflow
- Create and use of Personal ChatBots/Agents

Investment

LKR. 14,000/=

(Per person)

(This includes Lunch,Refreshments, Writing materials & Certificate)

Two Days

- Participants are kindly requested to bring their Laptops, as it will be beneficial for saving and practicing the matericls coverd during the workshop.
- If any participant is unable to bring a laptop kindly notify us in advance to enable us to arrange one a laptop accordingly.

24th & 25th June 2026

At SDFL Auditorium

09:00 a.m to 16:00 p.m

Apply to : Mr. Gayan Muthukumarana

Mobile : 070-3238100 (Whatsapp)

gayanskillsdevelopment@gmail.com

In - House Training Programmes can be arranged on your request

Skills Development Fund Ltd

"Nipunatha Piyasa", 7th Floor, 354/2, Elvitigala Mawatha, Colombo 05.

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