Automation.bh

Workshop

ChatGPT and Claude for daily productivity

Save hours every week: use AI assistants for email, meetings, documents and research.

This one-day workshop shows office teams how to use ChatGPT and Claude safely for everyday work, with ready-to-use templates for the most common tasks.

What you will learn

- Writing and replying to emails faster
- Meeting notes, summaries and action lists
- Drafting and reviewing documents
- Safe use of company information

Agenda

1. Getting started with AI assistants
2. Email and document exercises
3. Meetings, research and analysis
4. Your personal AI workflow

DATE
19 April 2027, 09:00 – 16:00

FORMAT
In person

LOCATION
Manama, Kingdom of Bahrain (venue to be confirmed)

DURATION
1 day (9:00 to 16:00)

LANGUAGE
English, with Arabic support

PRICE
Contact us for pricing

SEATS
20

REGISTER BY
12 April 2027

Who should attend

Office staff, assistants, managers and teams in any department. Bring a laptop.

Request a place

Fill in the request form on the event page, or contact our events team:
events@automation.bh · +973 3668 2813

Sample brochure. Details may change.