Reasonix®

REASONIX AIO12 • PROFESSIONAL TRAINING COURSE

AI FOR OFFICE PROFESSIONALS

Practical Tools for Administrative and Secretarial Work

Prompting • Emails & Documents • Meetings • Spreadsheets • Safe AI Use

A 12-hour, hands-on course that helps non-technical office professionals use AI to draft, organise, summarise, analyse, and streamline routine administrative work responsibly.

12	2 + 10	1
TOTAL TRAINING HOURS	THEORY + PRACTICAL HOURS	WORKPLACE WORKFLOW PROJECT

COURSE OVERVIEW

Reasonix AIO12 is a practical course for administrative and secretarial professionals with no technical background. Participants use leading AI assistants to draft and refine correspondence, prepare agendas, minutes, reports, and presentations, summarise documents, organise information, and support routine spreadsheet work.

The course treats AI as an assistant, not an authority. Every workflow includes verification, confidentiality, appropriate human review, and clear responsibility for the final output.

WHAT PARTICIPANTS WILL BE ABLE TO DO

- recognise appropriate administrative uses of AI and situations requiring human judgement;
- write structured prompts using clear context, tasks, constraints, and output formats;
- draft and refine professional emails, letters, memos, reports, and standard responses;
- convert documents and meeting notes into summaries, agendas, minutes, actions, and follow-ups;
- use AI to support tables, spreadsheet formulas, basic analysis, and presentation outlines;
- create reusable templates, checklists, and instructions for recurring office workflows;
- verify outputs, protect confidential data, and deliver one complete AI-assisted workflow.

THE 12-HOUR LEARNING PATH

Six practical modules, sequenced from safe foundations to an integrated workplace workflow.

1	**AI Foundations, Capabilities & Safe Use** Assistants, strengths, limitations, hallucinations, privacy	2 H
2	**Prompting for Reliable Office Work** Context, tasks, constraints, formats, iterative refinement	2 H
3	**Professional Correspondence & Documents** Emails, letters, memos, reports, tone, revision	2 H
4	**Meetings, Minutes & Information Organisation** Agendas, summaries, minutes, actions, follow-up	2 H
5	**Spreadsheets, Reports & Slides** Tables, formulas, summaries, presentation support, validation	2 H
6	**Integrated Administrative Workflow Challenge** Plan, prompt, review, verify, document, deliver	2 H

WHO SHOULD ATTEND

Secretaries, executive assistants, administrative officers, coordinators, HR and support teams, office supervisors, and public-sector employees.

ENTRY REQUIREMENTS

Basic computer and office-software skills. No coding, mathematics, or prior AI experience is required. Practice uses non-confidential materials.

TRAINING EXPERIENCE

Live demonstrations, step-by-step practice, realistic office scenarios, reusable prompt templates, guided feedback, and a final workflow challenge.