

Task Automation with AI

Course Description

Unlock the power of AI to streamline your daily tasks and workflows with our hands-on, tutor-led training course. Designed for professionals with a basic understanding of automation concepts, this intermediate-level course dives into real-world applications of AI-powered automation tools.

Through practical examples and expert guidance, you'll learn how to assess, design, and implement effective automation strategies to maximise efficiency and ROI.

Key Benefits

- ✓ **Practical Knowledge:** Gain hands-on experience with no-code platforms and AI-powered tools to implement automation in real-world scenarios.
- ✓ **ROI-Focused Approach:** Learn to identify high-impact automation opportunities to save time and resources.
- ✓ **Custom AI Solutions:** Understand how to deploy AI models, integrate APIs, and utilize webhooks for tailored automation workflows.
- ✓ **Confidence in Execution:** Acquire the skills to handle errors, maintain security, and ensure the longevity of your automation solutions.
- ✓ **Expert Guidance:** Benefit from live interaction with an experienced tutor for personalised feedback and support.

Target Audience

This course is ideal for professionals, team leaders, and business owners who want to streamline workflows using AI-powered automation. It's designed for those with basic automation knowledge looking to expand their skills with intermediate concepts, tools, and real-world applications. Perfect for anyone aiming to improve efficiency, reduce manual effort, and leverage AI to optimize business processes.

Benefits & Real Life Skills

Taking this course will teach you how to use AI to automate and improve tasks at work. With practical skills like setting up no-code automation, integrating tools, and ensuring your systems run smoothly, you'll be able to apply these abilities directly in your job. These skills will help you save time, reduce errors, and make smarter, data-driven decisions in your daily work tasks.

This course is ideal for professionals in technology, compliance, or policy roles who want to ensure ethical AI practices within their organisations or projects.

Duration: 4 Hours



Task Automation with AI Course Syllabus

1. Foundations of Automation

- Key concepts and terminology
- ROI of automation opportunities
- Common automation patterns

2. Process Analysis and Preparation

- Process analysis and mapping
- Task categorization (routine vs complex)

3. No-Code and AI Tools for Automation

- No-code automation platforms
- AI-assisted document processing
- Email and communication automation
- Data entry and validation tools
- Customer service automation
- Task and workflow automation

4. Building Your First Automation

- Integration between tools and systems
- Error handling and monitoring
- Security considerations
- Testing and validation
- Maintenance and updates
- Common pitfalls to avoid

5. Advanced Automation Techniques

- Custom AI model deployment
- API integration and webhooks
- Natural Language Processing (NLP) applications
- Automated decision-making systems

6. Strategic Insights

- Risk and complexity evaluation
- Automation readiness assessment

Virtual Class System requirements

All Virtual Classes will be conducted over Zoom.

System requirements

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth
- A webcam or HD webcam - built-in, USB plug-in, or:
- An HD cam or HD camcorder with a video-capture card
- Virtual camera software for use with broadcasting software like OBS or IP cameras

Supported operating systems

- macOS X with macOS X (10.11) or later
- Windows 11
- Windows 10

Note: Devices running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.

- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 8.0 or higher
- Oracle Linux 8.0 or higher
- CentOS 8 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64-bit only)

Note: On Windows devices, Zoom utilizes WebView2 and Chromium Embedded Framework (CEF) for certain features. If not available, these are downloaded automatically by Zoom, but admins should ensure these are whitelisted on managed devices.

Supported web browsers

- Desktop
- Chrome: Within 2 versions of current version
- Firefox: Within 2 versions of current version
- Edge: Within 2 versions of current version
- Safari: Within 2 versions of current version

As an example, if the current version of Chrome is 111, then Zoom supports versions 109, 110, and 111. As new versions are released, the minimum version will also follow behind by 2 versions.