

AI-POWERED PROFESSIONAL

Turn Daily Work into Smart Workflows

 4-Week Professional Training Program |  16 Hours |  8 Sessions

 VIRTUAL LIVE TRAINING

WHY THIS PROGRAM EXISTS

This program is designed for professionals who want to make a practical shift from traditional work methods to AI-powered execution.

Over 4 weeks, participants will learn how to use AI tools for the exact tasks they already do—analyzing data, writing reports, building presentations, and managing workflows.

This isn't about learning AI tools. It's about getting your daily work done faster, better, and smarter. No prior AI experience is required.

PROGRAM DATES

JULY

WEEK 1

7 & 9

WEEK 2

14 & 16

WEEK 3

21 & 23

WEEK 4





28 & 30

PROGRAM SNAPSHOT

 Duration	•	4 Weeks
 Total Hours	•	16 Hours of Live Instruction
 Sessions	•	8 Sessions (2 per week)
 Session Length	•	2 Hours per Session
 Schedule	•	Tuesday and Thursday
 Time	•	2:30pm – 4:30pm (Pakistan Standard Time)
 Format	•	Live Online via Zoom
 Language	•	Bilingual English + Urdu



BUILT FOR WORKING PROFESSIONALS

Tuesday and Thursday is the most practical schedule for working professionals in Pakistan. Here is why this works:

-  Avoids weekends so participants can keep personal time separate from learning
-  Mid-week sessions keep energy and retention high compared to Monday or Friday slots
-  One day gap between sessions gives time to practice and come back with real questions
-  Consistent days build a routine without disrupting the work week



YOUR 4-WEEK JOURNEY

SESSION	DAY & DATE	TIME (PKT)	TOPIC
1	Tuesday, Week 1	2:30pm – 4:30pm	 Block 1: AI vs Excel Thinking + Prompt Engineering
2	Thursday, Week 1	2:30pm – 4:30pm	 Block 1: Tools Landscape + Hands-on Practice
3	Tuesday, Week 2	2:30pm – 4:30pm	 Block 2: AI for Data Cleaning and Analysis
4	Thursday, Week 2	2:30pm – 4:30pm	 Block 2: Replacing Excel Workflows with AI
5	Tuesday, Week 3	2:30pm – 4:30pm	 Block 3: AI for Reports, SOPs and Summaries
6	Thursday, Week 3	2:30pm – 4:30pm	 Block 3: Building Decks and Presentations with AI
7	Tuesday, Week 4	2:30pm – 4:30pm	 Block 4: No-Code Workflow Automation
8	Thursday, Week 4	2:30pm – 4:30pm	 Block 4: Capstone – Bring Your Own Work Problem



Structured across **4 weeks** with **2 live sessions** each week.

What You'll Actually Learn



Block 1 — AI Mindset & Tools

📅 Sessions 1 and 2 | 📅 Week 1 | 🕒 Tuesday and Thursday



Session 1

- How AI thinks vs how Excel thinks. Why **prompts** are the new formulas. Live demo solving an Excel problem with AI instead.



Session 2

- Tools landscape: ChatGPT, Claude, Gemini, Copilot. When to use which. Setting up your AI workspace. First **hands-on exercises**.



Block 2 — Work Faster with Data Using AI

📅 Sessions 3 and 4 | 📅 Week 2 | 🕒 Tuesday and Thursday



Session 3

- Using AI to **clean messy data**, spot errors, and summarize large datasets. Side-by-side comparison with Excel methods.



Session 4

- Replacing repetitive Excel tasks with **AI workflows**. ChatGPT and Claude for structured data work. Practical exercises with real business data.



These first two blocks build your AI foundations and practical data-handling capability — so you can apply AI to **real work with confidence**.



Block 3 — Write, Present & Communicate with AI

📅 Sessions 5 and 6 | 📅 Week 3 | 🕒 Tuesday and Thursday



Session 5

Using AI to write **professional reports**, SOPs, meeting summaries, and executive briefs. Turning rough notes into polished documents in minutes.



Session 6

Building PowerPoint decks from data and prompts. Structuring a presentation with AI assistance. **Real examples** from finance, operations, and HR.



This block delivers the most visible ROI for professionals who spend significant time writing Word documents and building PowerPoint decks.



Block 4 — Automate Your Work (No Coding Needed)

📅 Sessions 7 and 8 | 📅 Week 4 | 🕒 Tuesday and Thursday



Session 7

No-code and low-code **AI workflow automation**. Connecting tools without writing code. Real use cases from operations, admin, and analyst roles.



Session 8

Capstone session: participants bring a real work problem (a report, a deck, a workflow) and complete it live with AI assistance and instructor guidance.



Participants leave Session 8 with a finished, real deliverable they can show their employer or team.



What You Walk Away With

- ✓ Confidence using AI tools in their daily professional work
- ✓ A personal AI workflow tailored to their job function
- ✓ A completed capstone deliverable to demonstrate their new skills
- ✓ Access to a curated toolkit of AI resources and prompt templates
- ✓ A certificate of completion from Learning Minds



Learn smarter. Work faster. Lead with AI.





This program is for **EVERYONE**

- ✓ Finance and accounts professionals who rely heavily on Excel for reporting
- ✓ Operations and admin professionals who produce regular reports and SOPs
- ✓ HR and training professionals who manage documentation and presentations
- ✓ Mid-level managers who want to deliver higher-quality outputs in less time
- ✓ Any professional who has heard about AI but does not know where to start



This Program is For You If:

- ✓ You use Excel, Word, or PowerPoint regularly
- ✓ You feel your work takes longer than it should
- ✓ You've heard about AI but don't know where to start
- ✓ You want practical skills—not theory
- ✓ Even if you've never used AI before, this program is designed for you.



Your Program Facilitator:

Nooruddin Surani

*AI & Technology Expert | Trainer | Consultant |
COO, Awesome Technologies Inc.*




Nooruddin Surani is an AI and technology expert with 20+ years of experience in software development, automation, and corporate training. A Certified Information Systems Auditor (CISA), Microsoft Certified Trainer (MCT), Certified Scrum Master (CSM), and MBA-MIS, he currently serves as the Chief Operating Officer at Awesome Technologies Inc.

He has trained and consulted for leading organizations including PepsiCo, Coca-Cola, Engro, UBL, HBL, PPL, PSO, Martin Dow and The World Bank—helping professionals and teams use technology more effectively to drive business performance.

Known for turning complex tech concepts into practical workplace solutions, Noor specializes in AI for business, prompt engineering, automation, data analytics, and high-impact corporate learning.



Registration Details

 Program Fee:	PKR. 48,000 /- PER PARTICIPANT + SST
 Group of 5 or more participants:	PKR. 45,000 /- PER PARTICIPANT + SST
 Group of 10 or more participants:	PKR. 40,000 /- PER PARTICIPANT + SST



For Registration(s), send us your:

Name, Designation, E-mail, and Mobile Number to
events@learningmindsgroup.com



For further information please contact: Talha Shabbir

Phone: 0321-8747595 | Email: talha.s@learningmindsgroup.com



Cancellation Policy:

Registrations cancelled at least 7 working days before the program start date are eligible for a refund. Cancellations made after that are non-refundable. All cancellation requests must be submitted via email. Participant substitutions are welcome at any time.