

learningm!nds

VIRTUAL

AI-POWERED 2.0 PROFESSIONAL

TURN DAILY WORK INTO
SMART WORKFLOWS



Practical
Tools



Real
Use Cases



Smarter
Workflows



No-code
Automation



DATES

3, 10, 17 & 24
NOVEMBER 2026



TIME

1400 - 1700
HOURS

FACILITATED BY:

Nooruddin Surani & Ashraf Surani

AI & Technology Experts | Trainers | Consultants

THE SHORT VERSION

A four-day, hands-on program that teaches working professionals to hand real tasks to AI and get finished work back. It is built for finance, operations, admin, HR and management roles, and assumes no prior AI experience.

It is organised around the work, not the tools. Each day is a stage in how a professional actually gets things done, and a tool appears only where it earns its place. Everything is taught on free plans first, so no one is blocked by a subscription.



WHAT PARTICIPANTS WALK AWAY WITH



A configured AI workspace and a personal prompt library



A reusable AI team member: a Project, a Skill and a live connection



A finished consolidated report



A finished presentation



A working no-code automation with an AI step



An agent set up on a real, repeating task



A completed capstone deliverable



A curated toolkit of prompts and resources, and a certificate of completion

HOW THIS IS BUILT DIFFERENTLY

A few design choices set this apart from the usual tool-by-tool masterclass. They are worth carrying into the marketing.



A workflow, not a catalogue. The program is organised around what a professional is trying to get done across four days, not a march through a dozen logos. People leave with a way of working, not a list of apps they half remember



Depth over breadth. A tight, current tool set covered until it sticks, rather than a shallow pass over thirteen tools where nothing lands



Tool-neutral by design. Projects, Skills and Connectors are taught as concepts, then applied in whatever tool a participant's employer already pays for, so the learning does not expire when a tool falls out of fashion



Free-tools-first. Every hands-on step works on a free plan. Paid upgrades are pointed out, never required, which matters where a monthly subscription in dollars is a real decision



Finished work, every day. Each session ends with something real in hand, and the program ends with a deliverable a participant can show their manager the next morning



THE TOOLS, AND WHAT EACH ONE IS BEST AT

Participants meet a small, current set of tools, each introduced by what it is good at rather than as a logo to collect. This is the map we keep coming back to as the four days unfold.

Tool	Personality and where it shines	Featured
 ChatGPT	The dependable generalist. Handles everyday drafting, analysis and quick tasks well, and can now carry out multi-step work on its own. Strong Projects and memory.	Days 1 to 4
 Claude	The careful writer and document worker. Best for long documents, writing that keeps your voice, close analysis, and building small interactive tools from a prompt.	Days 2 and 3
 Google Gemini	The all-rounder wired into Google. Strongest when your work lives in Docs, Sheets, Slides and Gmail, and comfortable with images and mixed media.	Days 2 and 3
 Microsoft Copilot	The colleague inside Office. Best when your work lives in Word, Excel, PowerPoint and Outlook, where it can act inside the file itself.	Days 2 and 3
 Gemini Notebook	The source-grounded researcher. Turns your own documents into summaries, audio and video overviews and mind maps, and answers only from what you give it.	Day 3
 Perplexity	The answer-first researcher. Fast, cited answers from the live web when you need a quick fact you can trust. Optional.	Day 3
 A no-code tool (n8n or Make)	The wiring between your apps. Connects tools so a task runs on its own, with AI steps built in, and no code to write.	Day 4

HOW THE FOUR DAYS FIT TOGETHER

The days build on each other. Day 1 changes how people think about AI, Day 2 gives them a reusable team member, Day 3 puts it to work on real deliverables, and Day 4 takes the repeating parts off their hands.

Day	Title	What they leave with
Day 1, Tue 3 Nov	Delegate to AI Like You Delegate to Your Team	A configured assistant that knows their role, and their first real hand-off done
Day 2, Tue 10 Nov	Your First AI Team Member	A reusable AI team member built from a Project, a Skill and a live connection
Day 3, Tue 17 Nov	From Blank Page to Boardroom	A finished consolidated report and a presentation, built end to end
Day 4, Tue 24 Nov	Work That Runs Without You	A working automation and an agent handling a real multi-step task

DELEGATE TO AI LIKE YOU DELEGATE TO YOUR TEAM



Tuesday, 3 November 2026



In one line:

set AI up as a coworker that knows your job, and learn to hand it work instead of just asking it questions.



By the end, participants can

direct any of the major assistants with clear context, choose the right tool for a task, and complete a first real hand-off.



What we cover

- **Delegate, do not admire.** The shift from a chatbot you query to an assistant you assign work to, and why 2026 is the year this became real
- **The tool landscape by personality.** What ChatGPT, Claude, Gemini and Copilot are each best at, and how to choose between them. Logos shown against capability, never as a wall
- **How these tools actually think, in plain terms:** tokens and next-word prediction, the context window as short-term memory, and why AI sometimes makes things up. Just enough to build good instincts, with no machine learning
- **Prompt Engineering.** The few habits that reliably raise the quality of an answer, and how to repair a weak one instead of starting over
- **Context Engineering.** The bigger lever: giving the assistant a role, examples, your own material and standing instructions, so it works from your world rather than the internet's average
- **The vocabulary people keep hearing, defined once:** model, token, context window, grounding, hallucination, multimodal, agent



Tools featured

ChatGPT and Claude for the live work, with Gemini and Copilot shown alongside for



Hands-on

Set up memory and custom instructions so the assistant knows the person's role and employer, complete one real task from their own week, and start a personal prompt library.



Deliverable:

a configured assistant that knows their role, a starter prompt library, and their first hand-off completed in the room.



YOUR FIRST AI TEAM MEMBER



Tuesday, 10 November 2026



In one line:

turn a general chatbot into a permanent team member that keeps your context, follows your way of working, and reaches your files.



By the end, participants can

build and reuse the three things that make AI feel like a real team member, and know where each one lives across the major tools.



What we cover

The three building blocks, taught once as ideas and then built by hand:

- Projects: a saved workspace for one job, so the assistant is never briefed from scratch again
- Skills: a reusable, packaged assistant or instruction set for a task you repeat
- Connectors: a live link to your own apps and data, so the assistant works from your real material
- Where each block lives across tools, so the skill carries over no matter what an employer provides. Projects appear as ChatGPT Projects, Claude Projects, Copilot Notebooks and Gemini Gems. Skills appear as Claude Skills, ChatGPT Custom GPTs, Gemini Gems and Copilot Agents. Connectors appear as ChatGPT and Claude Connectors, Gemini Workspace and Copilot with Microsoft Graph
- One honest caveat taught in the room: in Gemini, Gems play the role of both a Project and a Skill, so one feature does two jobs. The concept still holds
- Choosing what belongs in a Project versus a Skill, and what is safe to connect



Tools featured

ChatGPT, Claude, Gemini and Copilot, each shown doing the block it does best.



Hands-on

Build one Project for a real part of their job, package one Skill they will reuse each week, and connect one data source, or work from uploads where a connector is not on the free plan.



Deliverable:

a working AI team member made of a Project seeded with their context, one reusable Skill, and one live connection.



FROM BLANK PAGE TO BOARDROOM



Tuesday, 17 November 2026



In one line:

take the workflows people dread, the consolidated report and the quarterly deck, from rough inputs to finished, presentable output.



By the end, participants can

run two common end-to-end workflows start to finish, producing a report and a presentation that read in their own voice and are ready to send.



What we cover

- The consolidated report, end to end: pulling the numbers together, cleaning and analysing without formulas, surfacing what matters, and writing it up. The assistant does the analysis, with Copilot in Excel or Gemini in Sheets where those are available
- Turning a pile of source material into trusted input with Gemini Notebook, so the report stands on your own documents rather than guesswork
- Writing that sounds like you: locking a strong outline first, then drafting and tightening so the result does not read as generic AI
- The quarterly presentation, end to end: from a document or a data set to a first full deck using deck generation in Gemini Slides or Copilot in PowerPoint, then editing it so it looks deliberate rather than machine-made
- Optional, for research-heavy work: Perplexity for quick sourced answers that fill the gaps



Tools featured

Claude and ChatGPT for writing and analysis, Gemini Notebook for grounded input, and Gemini Slides or Copilot for the deck.



Hands-on

Each participant produces one consolidated report and one presentation from their own material.



Deliverable:

a finished report and a finished presentation, both built end to end from their own inputs. and one live connection.



WORK THAT RUNS WITHOUT YOU



Tuesday, 24 November 2026



In one line:

hand repeating, multi-step work to AI so it runs on its own, then finish a real deliverable live.



By the end, participants can

hand repeating, multi-step work to AI so it runs on its own, then finish a real deliverable live.



What we cover

- From doing, to delegating, to automating, and where each one fits in a normal week
- Agents, and the loop behind them, introduced plainly here rather than on Day 1. An agent plans, acts, checks its own result and repeats until the job is done. This is Loop Engineering in practice: when to trust it, when to check it, and how to stay in control
- The current agent options for office work, kept grounded. ChatGPT Work completes multi-step tasks across your connected apps and returns finished files, with a plan you approve before it starts. Copilot acts inside Word, Excel and PowerPoint. Claude Cowork does the same kind of work for people who do not code
- No-code automation: the idea of a trigger and an action, explained without jargon, then a real workflow built in n8n or Make with an AI step inside it. For example, a form submission that gets read, sorted, logged and acknowledged on its own
- Capstone: bring a real work problem and finish it live, using everything from the four weeks



Tools featured

ChatGPT Work, Copilot and Claude Cowork for agents, and n8n or Make for automation.



Hands-on

Run one agent task on real work, build one small automation, then complete a capstone deliverable.



Deliverable:

a working automation, an agent set up on a real repeating task, and a finished capstone the participant can show their manager.

TESTIMONIALS FROM PARTICIPANTS



The training was extremely helpful and enhanced my skills to a great level. This session should be continued again for a refresher to help us out in our daily process.



Manager Finance
Telenor Pakistan



Very well conducted. Patience exhibited throughout the session with constant repetitive questioning was remarkable. Throughout participants enjoyed themselves while learning.



Organizational Capability Manager
Pepsi Cola International (Pvt). Limited



A great step into the AI world for professionals, covered a lot of AI usages within the limited. I found it extremely useful and will go on to explore more into all these AI tools.



Senior Manager E&D
Atlas Battery Limited



This training provided a clear understanding of how AI can enhance workplace efficiency. The practical demonstrations and real-world use cases were especially valuable, and I look forward to applying these learnings in my daily work.



HR Manager
ChildLife Foundation

FACILITATORS



NOORUDDIN SURANI

AI & Technology Expert | Trainer | Consultant

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.

Udemy Business Instructor & Digital Learning Pioneer

- Certified Udemy Business Instructor with 24,786+ course enrollments across global learners
- Launched Pakistan's first Blended Learning Programme - a genuine national first in corporate training
- Serving learners across Pakistan, the GCC region and internationally

Proven Track Record with Pakistan's Leading Organizations

- HBL, UBL, Pepsi Co., Philip Morris, Karachi Electric, ICAP, PPL and many more leading organizations served
- 10,000+ professionals trained across banking, FMCG, energy, insurance and public sector
- 5,000+ training hours delivered in classroom, blended and fully online formats

Executive Coaching, Post-Training Support & Recognition

- Coaches top-tier executives - including CEOs, CFOs and senior leadership teams
- Provides a comparative results report after every engagement - measuring real learning transfer
- Judge 3 times on AI: HBL P@SHA Awards - Pakistan's premier technology and innovation recognition programme



ASHRAF

Corporate Instructor | Generative AI Strategist | Executive Leader | Entrepreneur

Ashraf is a corporate educator and AI enablement strategist with experience across banking, finance, insurance, manufacturing, healthcare, education and nonprofit sectors. Her sessions emphasize practical application, making Generative AI concepts accessible to both technical and non-technical professionals at every level.

She has trained participants from regulatory and commercial banks, stock trading companies, manufacturing firms, healthcare institutions, nonprofits and educational organisations, designing every programme around the real tasks and challenges of each audience.

Currently serving as Director AI Enablement at NGS Solutions, she leads the design and delivery of Generative AI training programmes and adoption strategies for corporate clients, focused on building lasting AI capability at the organisational level, from use case discovery through to measurable implementation and ROI.

She has earned top industry certifications to support her journey as a Generative AI strategist:

- Generative AI: Empowering Modern Education - IBM
- Generative AI: Introduction and Applications - IBM
- Introduction to Generative AI - Duke University
- Generative AI Leader Professional Certificate - Google

With a Master's in Education (M.Ed.) and a strong entrepreneurial foundation, she now focuses on helping banks, commercial enterprises, and large institutions harness Generative AI to optimize operations, enhance decision-making, and upskill teams for the future of work.

REGISTRATION DETAILS

REGULAR FEE

PKR 45,000

PER PARTICIPANT + SST

Fee Includes:

Access to LMS platform, learning material, and e-certificate of participation.

10% discount on a group of 3 or more participants

For Registration(s)
send us your **Name, Designation,**
E-mail, Mobile Number and CNIC to
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For further information please contact
TALHA SHABBIR
Phone: 0321-8747595
events@learningmindsgroup.com

Cancellation Policy: Cancellations made within 7 working days of the workshop are non-refundable. All cancellations must be submitted via email. Substitutions, however, are welcome at any time.

Interested in a customized in-house workshop for your organization?
Email us at **talha.s@learningmindsgroup.com** to explore the possibilities.