

## AI for Productivity, Communication & Professional Transformation

**Transform how you work with AI — improve productivity, enhance communication, and make smarter decisions in today’s professional environment.**

This short course is designed to empower professionals to harness Artificial Intelligence for greater productivity, clearer communication, and more effective decision-making. Through a blend of practical demonstrations, guided activities, mini-projects, and real-world case studies, participants will develop future-ready skills relevant to both public and private sector roles.

### Course Objectives

By the end of this programme, participants will be able to:

1. Gain a foundational understanding of AI concepts, tools, and their relevance to professional work.
2. Recognize opportunities to integrate AI for productivity and communication enhancement.
3. Develop awareness of effective prompting strategies for diverse workplace contexts.
4. Explore sector-specific applications of AI across public and private sectors.
5. Appreciate the ethical, responsible, and governance aspects of AI adoption.

### Learning Outcomes

On successful completion of the programme, participants will be able to:

- Explain the fundamental concepts, strengths, and limitations of Artificial Intelligence in professional settings.
- Employ AI tools and techniques to improve productivity, task efficiency, and workflow automation.
- Create well-structured prompts to generate accurate, context-aware, and professional outputs.
- Transform raw data or unstructured information into concise reports, summaries, and communication materials using AI.
- Apply AI applications and problem-solving methods within their specific sector or job function.
- Demonstrate responsible and ethical use of AI tools, ensuring transparency, data integrity, and sound decision-making in the workplace.

## Programme Structure

	Key Focus	Main Objectives	Topics Covered
1	Foundations & Everyday Productivity	Understand AI, bust myths, explore daily use cases	AI capabilities vs. limitations, traditional vs. generative automation, everyday workflows (emails, reports)
2	Mastering AI Communication	Develop prompting mastery, transform messy inputs to clear outputs	Advanced prompting (stepwise, role, context), AI for writing/reporting, meeting notes mastery, inbox intelligence
3	AI in Your Profession	Apply AI to specific industry, learn sector workflows	Sector overviews (Banking, HR, Engineering, Management), case studies (fraud detection, recruitment, technical docs)
4	Workflow Automation, Ethics & Future	Build AI automation workflows, develop responsible practices	Automation tools (Zapier, Make, Power Automate), ethics/governance, future of AI in workflows

### Training Methodology

The programme will be delivered through:

- Classroom-based lectures
- Guided demonstrations
- Real-world case studies

### Who Should Attend

This course is intended for professionals and officers across public and private sectors, including those in:

- Administration
- Finance
- Human Resources
- Technical and Engineering roles
- Management and Leadership
- Education
- Communication and related functions

It is ideal for individuals seeking to enhance productivity, communication, and decision-making through AI.

### Duration & Schedule

- **Total Duration:** 12 hours
- **Format:** 4 sessions of 3 hours each
- **Time & Dates:** 13:00 - 16:00 on 09, 10, 16 and 17 July 2026
- **Registration Deadline:** 01 July 2026

### Venue

The training programme will be held in the **Microprocessor Laboratory, 2nd Floor, Sir E. Lim Fat Engineering Tower, University of Mauritius.**

### Fee

**MUR 12,000 per participant**

The fee includes **tea breaks and training materials.**

### Certification

Participants who successfully complete the programme will be awarded a **Certificate of Attendance** issued by the **University of Mauritius.**

### Resource Persons

The course will be delivered by the following resource persons from the University of Mauritius:

- Dr Anshu Prakash Murdan
- Dr Vishwamitra Oree
- Dr Yogesh Beeharry
- Dr Abdel Khoodaruth

### Additional Information

- **Number of seats available:** 12
- Seats will be allocated on a **first come, first served** basis.
- **Note:** This course has been approved by **MQA.**
- The University of Mauritius reserves the right not to run the training programme should the number of participants be insufficient.

### Registration

Interested participants are encouraged to register early to secure their place.

## APPLICATION / REGISTRATION FORM

**N3 2026 2420**

### Short Course – AI for Productivity, Communication & Professional Transformation.

Name of Participant: .....

Organisation/School/University:.....

Position/Class.....

Office Tel: ..... Fax: .....

Mobile Tel: .....

Email: .....

Signature:.....Date.....

Cheque enclosed, Rs. 12,000 per participant → (Yes/No )

Payment can be made by cash, card (at UoM Finance Section), or cheque payable to the University of Mauritius. Personal cheques are not accepted.

Application forms duly filled in should be sent to the following address. Forms can also be sent by fax (465-7144), to any of the following resource persons:

**Anshu Prakash Murdan** or **Vishwamitra Oree**  
a.murdan@uom.ac.mu, Tel : 403 7851 v.oree@uom.ac.mu, Tel : 403 7895

Address:  
Electrical and Electronic Engineering Dept, Faculty of Engineering, University of Mauritius, Reduit.

### Office Use Only

**Date Received:** \_\_\_\_\_

**Payment Received:** \_\_\_\_\_

**Receipt No.:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_