



Seminar Working smarter with artificial intelligence

AI to optimize processes and time management

Seminar objective

Participants learn how AI can be used in everyday work to optimize processes and improve time management. The aim is to increase efficiency by using AI-based tools and integrating them into their own work processes. Participants will learn how they can use AI to automate routine activities and gain more time for strategic tasks.

Seminar content

The basics of artificial intelligence in the work environment:

- What is AI and what tools are available?
- Automation of routine tasks
- Application of AI in time and task management
- Practical examples of the use of AI in everyday working life

Process optimization through AI:

- Increasing efficiency with AI tools
- Automatic prioritization of tasks
- AI-based decision-making in day-to-day business
- Identification of optimization potential through AI

Support time management with AI:

- AI-supported scheduling and task planning
- Using AI for effective project management
- Practical examples of time-saving AI applications
- Developing your own application strategies

Practical exercises: Integrating AI into everyday working life:

- Introduction to common AI tools
- Simulation of the application of AI in your own working environment
- Practical exercises to optimize processes
- Identification of individual process optimization potentials

Methodology

Individual and group exercises Short trainer inputs Discussion based on practical examples Assistance for transfer to everyday life Simulation of everyday situations

Target audience

The seminar is aimed at specialists and managers who want to use AI-based tools to increase efficiency and optimize processes.

Course ref.

AO3011

Participants

not more than 9 participants

Schedule

1. Day: 10:00 - 17:00
2. Day: 09:30 - 16:00

Location & dates

Münster

27.04.2026 – 28.04.2026
10.08.2026 – 11.08.2026

Fee

1.200,00 € (ex. VAT)
1.428,00 € (inc. VAT)



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Ort Termin

Firmendaten/Rechnungsempfänger

Firma

Rechnung (Name)

Straße/Nummer

PLZ/Ort

Telefon/Fax

Branche

Datum

2. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift