AI Productivity & Applied Intelligence Program by Accounting Baba

A 10-Day Intensive for Working Professionals

Program Overview

This program is designed for professionals who want to move beyond the AI hype and start using Artificial Intelligence in a **practical, responsible, and results-oriented** manner.

Our focus is not on theory, technical coding, or "cool tricks." Instead, you will learn how to think clearly, ask better questions, analyze complex information, and build small, AI-powered systems that improve your actual daily work. By the end of this 10-day sprint, you will have the confidence to design repeatable workflows and make better, data-driven decisions.

Quick Facts

- **Duration:** 10 Days
- **Time:** 2 Hours per Day
- **Format:** Offline (Computer Lab) with Optional Online Access
- **Tools Covered:** Gemini, Claude, Perplexity, NotebookLM
- **Prerequisites:** None. No technical or coding background is required.

What You Will Gain (Program Outcomes)

Upon successful completion, participants will be able to:

- **Master Structured Prompting:** Use frameworks to get predictable, high-quality outputs every time.
- **Verify & Mitigate Risk:** Critically evaluate AI outputs to reduce misinformation and bias.
- **Automate Workflows:** Design simple, AI-assisted systems for repetitive professional tasks.
- **Enhance Research:** Use AI for deep-dive company analysis and career planning.
- **Optimize Decision-Making:** Use structured matrices and AI logic to solve complex professional problems.

Comprehensive 10-Day Curriculum

Day	Module	Core Learning Areas
01	**Foundations**	Mental models of AI, data privacy, and navigating "hallucinations."
02	**Structured Prompting**	The framework: Role, Objective, Context, Constraints, and Evaluation.
03	**Productivity Systems**	Redesigning office tasks: email refinement, meeting summaries, and report structures.
04	**Research & Decision Intelligence**	Multi-source verification and creating structured decision matrices.
05	**Learning with NotebookLM**	Turning professional documents into action plans, summaries, and quizzes.
06	**Financial & Company Analysis**	Understanding business models, SWOT analysis, and disciplined risk identification.
07	**Career Strategy**	Skill gap analysis, resume optimization, and interview simulation.
08	**Practical AI Services**	Evaluating ethical, small-scale service models (e.g., documentation support).
09	**Assistant & Workflow Logic**	Introduction to "Trigger ↠ Processing ↠ Output" automation logic.
10	**Capstone Project**	Live presentation of an AI-supported workflow or professional roadmap.

Our Approach

We believe in **Applied Intelligence**. Every session follows a four-step process:

1. **Explanation:** Understanding the "why" behind the tool.
2. **Guided Lab:** Step-by-step practice with an instructor.
3. **Individual Work:** Applying the concept to your specific professional niche.
4. **Structured Discussion:** Peer review and logic-checking.

Assessment & Certification

To ensure high standards, certificates are awarded based on:

- The clarity and structure of your prompting.
- The logical reasoning applied during financial and company analysis.
- The practical utility of your Day 10 Capstone Project.

Participant Commitment

To gain maximum benefit, participants are expected to attend sessions regularly, complete daily lab exercises, and adhere to a code of **responsible and ethical AI usage.**
