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Learning Style: Virtual Classroom

Technology:

Difficulty: Beginner

Course Duration: 2 Days

AI Agents in Action: Generative Intelligence for Everyday Business Use (TTAI2020)

About This Course:

This two-day, hands-on course provides practical experience with cutting-edge AI systems to help professionals transform the way they work. This course focuses on AutoGPT and similar AI agent frameworks that build upon large language models such as GPT-4 and beyond, enabling autonomous task execution, workflow automation, and business process optimization.

While ChatGPT focuses primarily on interactive dialogue, AutoGPT and related systems can perform multi-step operations, integrate with business tools, and make intelligent decisions with minimal human supervision. Participants will explore these technologies through guided examples, hands-on labs, and use cases covering text generation, data analysis, process automation, and decision support.

Course Objectives:

- Create high-quality text and content for emails, reports, marketing materials, and other business communications using AI agents, copilots, and automation frameworks such as AutoGPT.
- Analyze and visualize data using AI-powered tools to extract insights, identify trends, and support informed, data-driven decisions.
- Automate and streamline workflows by integrating AI systems with existing business tools and platforms to boost productivity and reduce repetitive tasks.
- Improve collaboration and communication by applying AI-assisted tools for document review, project management, and team knowledge sharing.
- Adapt and customize AI models or agents to meet specific organizational needs, ensuring responsible use and effective deployment across business functions.
- Apply best practices for ethical, secure, and optimized AI use, including troubleshooting, performance tuning, and maintaining high-quality outcomes in everyday workflows.

Audience:

- This course is ideal for professionals who want to explore practical, real-world ways to use AI to improve productivity, streamline operations, and drive innovation, without needing a technical background. It’s a great fit for anyone curious about how tools like AutoGPT, AI agents, and modern AI copilots can enhance everyday business activities such as content creation, data analysis, decision-making, and process automation.

Prerequisites:

No technical background is required. This course is designed for business professionals of all experience levels.

To get the most out of the class, participants should have:

- Basic computer and productivity tool familiarity: comfort working with

everyday business software such as Microsoft Office, Google Workspace, or similar platforms.

- Experience with business workflows or problem-solving: an understanding of how information flows within your organization will help you relate AI capabilities to real-world scenarios.
- Curiosity and a willingness to experiment an open mindset for exploring how AI can support creativity, automation, and decision-making.

Course Outline:

1.) Introduction to AI Agents and AutoGPT

Get started with intelligent AI assistants and automation frameworks. This session introduces the core ideas behind Artificial General Intelligence (AGI), AI agents, and AutoGPT. What they are, how they work, and why they matter in business. Explore common use cases, key system components, and practical privacy and security considerations while getting hands-on experience with the interface and available tools.

- Overview of Artificial General Intelligence (AGI) and AI Agents such as AutoGPT
- Common business use cases for AI Agents and Copilots
- Architecture and core components of AI automation systems
- Data privacy and security considerations
- Lab: Exploring AI Agents

2.) AI Agents for Text Generation

Discover how to use AI to create high-quality written content for real business needs. Learn how to generate and summarize text for emails, reports, and marketing materials, extract key information from documents, and adjust model settings for more accurate or creative results. The lesson also touches on prompt design, ethics, and best practices for ensuring clear, useful, and responsible AI-generated content.

- Generating text for emails, reports, and marketing materials
- Text summarization and information extraction

- Optimizing text generation quality and controlling output
- Ethics and responsible use of text generation
- Formulating prompts and instructions
- Configuring model parameters (temperature, max tokens, etc.)
- Handling long documents and generating coherent text
- Fine-tuning and customizing models for specific tasks
- Lab: Text Generation and Summarization

3.) AI Agents for Data Analysis

See how AI can make data analysis faster and more accessible. This session focuses on using AI to analyze datasets, uncover insights, and create charts or visualizations. Explore ways to forecast trends, integrate with familiar tools like Excel and turn raw data into clear, actionable information.

- Analyzing datasets and generating insights with AI automation tools
- Data visualization and chart creation
- Time series forecasting
- Integrating AI systems with Excel, Google Sheets, and other platforms
- Lab: Data Analysis and Visualization

4.) AI Agents for Automating Business Processes

Learn how to put AI to work automating everyday business tasks. This session covers building basic chatbots, connecting AI tools to other business systems, and creating simple workflow automations using integration platforms. You'll explore how automation saves time, reduces repetitive work, and improves overall efficiency.

- Streamlining repetitive tasks with AI automation tools
- Implementing basic chatbots and customer support systems
- Workflow automation and integration with third-party tools
- Monitoring and managing automation performance
- Lab: Process Automation, creating a workflow automation

5.) AI Agents for Decision Support

Explore how AI can help support smarter, data-driven decisions. This lesson covers using AI for text and data analysis, including customer feedback, risk assessment, and trend forecasting. See how natural language processing and analytics tools can turn complex information into useful insights that guide better business outcomes.

- Natural language processing for decision support
- Sentiment analysis and customer feedback
- Risk assessment and fraud detection
- Market research and trend analysis
- Lab: Use AI tools to analyze customer feedback and make data-driven decisions

6.) Customizing AI Agents

Dive into personalizing AI systems for your organization’s unique needs. Learn how to fine-tune existing models, train them with your data, and evaluate performance for specific business goals. This session shows how to extend and adapt AI tools for specialized tasks while maintaining efficiency and reliability.

- Fine-tuning AI models for specific business needs
- Training new models on your data
- Evaluating and improving model performance
- Deploying custom AI agents within your organization
- Lab: Customizing and Training Models

7.) AI Agents for Collaboration and Teamwork

Discover how AI can improve collaboration and communication across teams. Explore ways to use AI for document review, knowledge sharing, project management, and planning. See how AI-powered tools can make teamwork smoother, faster, and more productive especially in hybrid or remote environments.

- Collaborative editing and document review with AI tools
- Enhancing communication and productivity in remote teams
- AI-assisted project management and planning

- Managing and organizing shared knowledge using AI systems
- Lab: Collaboration and Teamwork

8.) Best Practices and Troubleshooting

Wrap up by learning how to get the most out of your AI systems. This final lesson focuses on best practices for ensuring quality results, optimizing workflows, managing resources, and scaling your AI use responsibly. It also includes strategies for staying current with evolving AI tools, updates, and communities.

- Ensuring high-quality output and avoiding common pitfalls
- Monitoring usage and managing resources effectively
- Scaling AI automation systems for larger organizations
- Staying up to date with AI agent and AutoGPT community developments