<!doctype html><html lang="en"><head><meta charset="utf-8"><title>AI in the Workplace — Course content</title><style>
@page { size: A4; margin: 16mm 15mm 18mm; }
* { box-sizing: border-box; }
body { margin: 0; font: 10.5pt/1.5 'Segoe UI', Inter, Arial, sans-serif; color: #13233D; }
h1, h2, h3 { font-family: 'Segoe UI Semibold', 'Segoe UI', Arial, sans-serif; color: #173358; margin: 0; }
.top { display: flex; justify-content: space-between; align-items: center; padding-bottom: 10px; border-bottom: 3px solid #28C09C; }
.top img { height: 40px; }
.top .tag { font: 8pt 'Consolas', monospace; letter-spacing: .12em; text-transform: uppercase; color: #0F7A60; }
.hero { padding: 18px 0 8px; }
.area { display: inline-block; font: 8pt 'Consolas', monospace; letter-spacing: .1em; text-transform: uppercase; padding: 3px 8px; border-radius: 99px; }
.area.bi { background: #FEF3E2; color: #B45309; } .area.data { background: #E6F7F1; color: #0F7A60; }
.area.ai { background: #EEF0FF; color: #4F46E5; }
h1 { font-size: 22pt; line-height: 1.15; margin: 8px 0 8px; }
.overview { color: #4A5A73; margin: 0 0 12px; }
.facts { display: flex; border: 1px solid #DCE2EA; border-radius: 8px; overflow: hidden; margin: 6px 0 14px; }
.facts div { flex: 1; padding: 7px 10px; border-right: 1px solid #DCE2EA; }
.facts div:last-child { border-right: 0; }
.facts dt { font: 7pt 'Consolas', monospace; letter-spacing: .08em; text-transform: uppercase; color: #4A5A73; }
.facts dd { margin: 2px 0 0; font-weight: 600; font-size: 9.5pt; color: #173358; }
h2 { font-size: 13pt; margin: 16px 0 6px; padding-bottom: 3px; border-bottom: 1px solid #DCE2EA; }
.pills { display: flex; flex-wrap: wrap; gap: 5px; margin: 0; padding: 0; list-style: none; }
.pills li { padding: 2px 8px; border: 1px solid #DCE2EA; border-radius: 5px; font-size: 9pt; }
ul.check { margin: 0; padding: 0; list-style: none; columns: 2; column-gap: 18px; }
ul.check li { break-inside: avoid; padding-left: 14px; position: relative; margin-bottom: 3px; }
ul.check li::before { content: "\2713"; position: absolute; left: 0; color: #0F7A60; font-weight: 700; }
.module { break-inside: avoid; border: 1px solid #DCE2EA; border-radius: 8px; padding: 8px 12px; margin-bottom: 7px; }
.module h3 { font-size: 10.5pt; display: flex; gap: 8px; align-items: baseline; }
.module .no { font: 8pt 'Consolas', monospace; color: #0F7A60; background: #EAF8F3; padding: 1px 6px; border-radius: 4px; white-space: nowrap; }
.module h4 { font-size: 9pt; margin: 6px 0 2px; color: #173358; }
.module ul { margin: 4px 0 0; padding-left: 16px; columns: 2; column-gap: 18px; font-size: 9.2pt; color: #3D4559; }
.module li { break-inside: avoid; }
table { width: 100%; border-collapse: collapse; font-size: 9pt; }
th, td { text-align: left; padding: 5px 8px; border-bottom: 1px solid #EEF1F5; vertical-align: top; }
th { background: #F7F9FB; color: #173358; }
td:first-child { font-weight: 600; color: #173358; width: 34%; }
.box { break-inside: avoid; background: #EAF8F3; border-left: 3px solid #28C09C; padding: 8px 12px; border-radius: 0 6px 6px 0; }
.cta { break-inside: avoid; margin-top: 18px; padding: 12px 14px; background: #0F2340; color: #fff; border-radius: 8px; display: flex; justify-content: space-between; gap: 12px; font-size: 9.5pt; }
.cta strong { color: #5FD3B4; }
.foot { margin-top: 10px; font-size: 8pt; color: #8A96A8; text-align: center; }
</style></head><body>

Course content · Updated Oct 2026 Artificial Intelligence<h1>AI in the Workplace</h1> A two-day, hands-on course in using generative AI on the work you already do — emails, reports, documents, spreadsheets and research — in English and Nepali, with the checks that stop a confident wrong answer reaching your manager or your client. Built for whole teams taken together, and run as open batches for individuals. <dl class="facts"> <dt>Duration</dt><dd>2 days</dd> <dt>Format</dt><dd>Hands-on workshop</dd> <dt>Level</dt><dd>Beginner</dd> <dt>Mode</dt><dd>On site, Lalitpur or live online</dd> </dl> <h2>What you'll be able to do</h2><ul class="check">
Explain what generative AI does well, and the ways it is confidently wrong

Write prompts that turn rough notes into usable emails, minutes and reports
Draft and translate in English and Nepali, and check the result
Summarise, compare and pull key points out of long documents
Use AI with spreadsheets for formulas, summaries and first-pass analysis
Check facts, numbers and references before relying on an answer
Know what must never be pasted into an AI tool, and why
Build a reusable assistant and a prompt library for your role
<h2>Tools</h2><ul class="pills">
ChatGPT
Claude
Google Gemini
Microsoft Copilot
Copilot in Excel
Custom GPTs, Projects & Gems
A no-code automation tool
<h2>Before you start</h2> None. Comfort with email, documents and spreadsheets is enough. Bring a laptop and, if you have one, the AI account your organisation provides. <h2>Curriculum</h2> <h3>Day 1 · 1How generative AI works, and where it fails</h3>
What a large language model is, in plain words
Why confident answers can be wrong: hallucination and stale knowledge
ChatGPT, Claude, Gemini and Copilot: what each is good for
Accounts, data settings and what your licence covers <h3>Day 1 · 2Prompting your real recurring tasks</h3>
Role, context, task, format: a pattern that works
Emails, letters and notices in English and Nepali
Minutes from meeting notes
Reports from rough notes and bullet points
Iterating instead of starting over <h3>Day 1 · 3Documents and spreadsheets</h3>
Summarising long documents and PDFs
Comparing versions and extracting key points
Turning messy text into tables
AI with Excel: formulas, summaries and Copilot in Excel
Checking every number AI gives you <h3>Day 1 · 4Checking before you trust</h3>
Fact-checking and finding the source
Spotting invented references, quotes and figures
Checking translations and tone
Bias in AI output
Deciding where a human must stay in the loop <h3>Day 2 · 1Safe and responsible use</h3>
What never to paste: personal, client and financial data
Confidentiality and Nepal’s Individual Privacy Act, 2075
Account and data-sharing settings that matter
AI-generated scams and fake messages: how to spot them <h3>Day 2 · 2Reusable assistants and prompt libraries</h3>
Custom GPTs, Claude Projects and Gemini Gems
A prompt library for each role in the team
Sharing assistants safely inside a team <h3>Day 2 · 3A first no-code automation</h3>
Which repetitive work is worth automating
A guided first automation: form or email to a spreadsheet, with an AI step
Knowing when to stop and call an engineer <h3>Day 2 · 4Your team’s ground rules and project</h3>
Drafting the team AI policy: tools, data, review and disclosure
Redesigning one recurring task and measuring the time saved
Presenting and agreeing next steps <h2>Your project</h2> Each participant redesigns one recurring task from their own job with AI — the prompts, the checks and a before/after time estimate — and the group writes its own team AI policy: approved tools, data rules, review steps and disclosure. <h2>Where you’ll use this</h2><ul class="check">
Drafting emails, letters, notices and minutes in minutes, not hours
Summarising reports, policies and long documents
First-pass analysis and formulas in Excel
Translating and checking English–Nepali drafts
Writing your team’s AI policy before something goes wrong Register for the next batch
trainingcenter.gexonai.com/enroll?program=ai-in-the-workplace WhatsApp +977 971-7157838
info.gexontraining@gmail.com · Lalitpur, Nepal Batch dates, schedule and fee are confirmed at enrollment. </body></html>