



AI@WORK (1 Day)

A Masterclass for everyone on using AI Tools in
day-to-day office work

JAN 2026

Program Description



Audience
All Office Workers



Class Size
25 maximum



Duration
06 Hours



Objectives



Upskilling

Upskilling the office employees with AI tools: 15-25 hands-on demos using 8-10 tools.



Augmenting

Augmenting productivity and accelerating tasks and efficiency



The AI Personal Assistant

Learning how to use AI as an assistant across all roles and departments



Demystifying Technology

Demystifying AI and Machine Learning concepts



Foundational Knowledge

Establishing a foundational knowledge of AI at a hands-on level

01 Introduction to AI

01 Hour

What's NOT an AI
What is an AI
How Data Fuels AI
How much Data do you need to train your AI
Real Life Examples of Narrow AI
What's the Relationship between AI and ML
The Turing Test



02 Generative AI

15 Minutes

Introduction to Generative AI
Where does Gen AI fit in the AI Diagram
What are LLMs (Large Language Models)
Introduction to Prompt Engineering
What are Hallucinations?



03 Generative AI Assistants

01 Hour

Difference between Generative AI and Search Engines
Prompt Engineering: Roles, Modes, Frameworks, Tones, Format
Live Demo: Chat GPT demos
Live Demo: Microsoft Copilot demos
Live Demo: Google Gemini demos
Live Demo: Claude demos



04 Generative AI for Office Work & Productivity

02 Hours

How Generative AI helps in the workplace: Emails, Presentations, Excel, Meetings
Gen AI demo for Product teams
Gen AI demo for Financial Analysis
Gen AI demo for Human Resources
Gen AI demo for Marketing and Social Media
Gen AI demo for Legal
Gen AI demo for Data Analysis
Gen AI demo for Programming



05 Generative AI for Art, Images, Design, A/V

01 Hour

Gen AI for Art, Images, Design
Live Demo: DALL-E
Live Demo: Midjourney
Gen AI for Video & Animation
Live Demo: Sora
Generative AI for Music & Audio
Live Demo: Suno



About Synaptica

Synaptica is an applied artificial intelligence company focused on transforming complex business challenges into intelligent, scalable products. We operate at the intersection of AI strategy, software engineering, and industry-specific innovation, helping organizations move from experimentation to measurable outcomes.

Mission

At Synaptica, we empower organisations to unlock the full potential of Artificial Intelligence by transforming visionary ideas into executable strategies and intelligent systems. Through expert consultancy, applied AI design, and tailored software development, we guide businesses from ideation to implementation, bridging innovation with measurable operational and economic impact across the GCC and beyond.

Vision

To build a future where artificial intelligence is seamlessly woven into business strategy and operational infrastructure, empowering organisations to move from ideation to execution and lead with intelligence. Synaptica aspires to become a trusted builder of applied AI systems and knowledge platforms in the Middle East, advancing responsible AI adoption and strengthening the region's role in the global AI ecosystem.

Values

Intelligence with Purpose

We build artificial intelligence to solve real problems and deliver measurable impact. Innovation is meaningful only when it improves decisions, operations, and outcomes.

Regional Relevance, Global Standards

We build AI solutions grounded in the language, culture, and regulatory realities of the Middle East while meeting global technology and engineering standards.

Knowledge as Infrastructure

We believe structured knowledge, language, and domain expertise are the foundations of intelligent systems. Building knowledge platforms enables long-term intelligence and innovation.

From Strategy to Systems

We move beyond ideas and prototypes into operational intelligent systems. Execution is the bridge between innovation and value.

Responsibility by Design

Trust, transparency, and ethical AI development are embedded into every system we create. Responsible AI is a foundational principle, not an afterthought

The senior team behind Synaptica has more than 40 years' of experience in developing Digital Transformation strategies in GCC/MENA



THE SCIENCE OF CONNECTIONS

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