MAXIMUM PERFORMANCE

Automation & AI in the workplace

90-minute virtual session

Automation and artificial intelligence are transforming the way work gets done. But while automation promises increased efficiency and lower costs, it also raises questions around job design, skills, and human-AI collaboration.

This practical session helps participants understand the opportunities and challenges of automation, how it affects roles at all levels, and how to future-proof themselves and their organisations for the evolving workplace.

Learning objectives
- Understand what automation and AI mean in practical terms
- Identify which tasks and processes are most suited to automation
- Recognise the impact of automation on job roles and required skills
- Explore ways to work alongside AI and automation technologies
- Build strategies to remain adaptable and relevant in an AI-driven workplace

Session format
Sessions are usually run on Zoom or Teams. Please let us know if you prefer a different platform.

Groups of up to 12 recommended, up to 20 if necessary. Please let us know if you have a larger group and we can tweak the session accordingly.

All participants receive a PDF of the slides, key learning points and pointers to further learning resources.

Sample timetable

9:00 Welcome and context
- Why automation matters
- How AI and automation are shaping modern workplaces

9:15 What can (and can't) be automated
- Exploring tasks, decision-making, creativity and judgment

9:30 Human roles in an automated world
- Redefining skills
- Managing transitions
- Working with AI tools

9:50 Risks and opportunities
- Pitfalls of automation
- Ethical concerns
- How to avoid common mistakes

10:10 Action planning
- Identifying opportunities to automate tasks in your role/team
- Personal next steps to future-proof your career

10:25 Key takeaways

10:30 Close