



STUDENT WORKBOOK

AI at Work: For Every Office Professional

5 days, 2 hours a day · Online across India, in person from Jaipur



AI Coaching India

This workbook belongs to _____

Batch code: _____

AI at Work: For Every Office Professional: Your Workbook

Dear colleague,

This workbook is your desk companion for the office life: emails, minutes, Excel, slides, letters. Every prompt from the five evenings is printed here with blanks for your own work, so on any busy morning you can open it and get the draft done before the tea gets cold. Write in it during class, underline what fits your job, fold the corners, spill chai on it. Two things travel with you through every page: the confidence that you can make AI do the boring parts, and the never-paste list that keeps your job and your office's data safe while you do.

From one working person to another,

Team AI Coaching India

Before day one

- Install or bookmark ChatGPT (chatgpt.com) and Google Gemini (gemini.google.com); create free accounts with your personal email.
- Bookmark copilot.microsoft.com (free chat), translate.google.com and gamma.app; create free accounts where asked.
- Bring a laptop if possible; a phone is fine. Charge it.
- Think of the three emails you write most often and one recurring process only you know how to do.
- If your office has an IT policy about AI tools, glance at it before class; we will work within it.
- One reassurance: this course assumes nothing beyond WhatsApp and email. The pace is gentle and the batch is small, and every single session ends with something finished.

Day 1: Emails: the right words, the right tone

What today was really about

Within thirty minutes you were drafting emails with AI, and by the end of the evening the blank-email stare was gone for good. The two skills of the day: describing the situation (who, what, what you need, by when) and naming the tone (firm, soft, formal, warm). Same message, four tones, on demand. You also learned the voice trick for slow typers: say it in Hindi or Hinglish, let AI turn it into clean English. And you met the first safety rule, the one this course repeats until it is reflex: no passwords, no customer data, no confidential files into AI, and no office documents into personal accounts.

Prompts we used

1. Write a professional email to _____ (role, e.g. a vendor) requesting _____.
Key details: _____. Needed by: _____. Tone: polite but firm. Keep it under 120 words with a clear subject line.
2. Rewrite this same email in a softer, warmer tone for a colleague I know well.

3. I have written this email myself. Fix the grammar and polish it, but keep my meaning and my style.
Do not make it fancy: _____
4. Draft a follow-up reminder for an email that got no reply in _____ days. Respectful, no accusation, makes replying easy.
5. Draft an apology email for _____ (a delay, an error in a report). Honest, brief, no over-apologising, states the fix and the new date.
6. Voice trick, spoken not typed. Tap the mic on your keyboard and say in Hindi or Hinglish what you want to tell the person, then type: Turn what I said above into a clean professional English email with a subject line.

Now you try

1. Draft the email you actually owe someone today, using prompt 1. Time it: _____
2. Take one email you wrote last week, paste it with names removed, and run prompt 3. What did it fix? _____
3. Try the voice trick: speak your message in Hinglish, convert it, read the result. What surprised you?

Watch out

WATCH OUT

The first safety rule of the office: never type passwords, OTPs, customer data or confidential figures into AI, and never upload office documents into your personal AI account. Describe the situation in general words instead. The draft is AI's job; the details go in later, in your own mailbox.

My notes

Day 2: Meetings into minutes

What today was really about

The meeting is one hour; the minutes should not be another. Today your messy bullet notes became clean, structured minutes with decisions and action points, each with an owner and a date, in one prompt. The follow-up email wrote itself from the minutes in a second step. You also flipped the order and prepared an agenda before a meeting, which quietly makes the meeting shorter. And you learned to double-check AI's summaries, because when it summarises, it sometimes trims the one sentence that mattered or adds a conclusion nobody reached. The original notes stay the referee.

Prompts we used

1. Turn these rough meeting notes into formal minutes. Structure: meeting purpose, attendees as [ROLES ONLY, I will add names myself], points discussed, decisions taken, action points with owner role and due date, next meeting placeholder. Keep every point from my notes and do not add anything I did not write: _____
2. From these minutes, draft a short follow-up email to all attendees: thanks, the decisions in two lines, the action list, and the next date. Under 150 words.
3. Create an agenda for a _____ minute meeting about _____. Goal of the meeting: _____. Give time slots per item and one line on what each item must decide.
4. Summarise this long email thread into: what is being asked, what has been agreed so far, what is still open, and what I should reply. Here is the thread with names replaced by roles:

5. Compare your summary against my original notes. List anything you dropped, shortened or added, so I can check those points myself.

Now you try

1. Take real notes from your last meeting, replace names with roles, and build the minutes plus follow-up email pair. How long did both take together? _____
2. Build the agenda for your next meeting with prompt 3. Which item got less time than you expected?

3. Run prompt 5 on any summary from today. What had it silently dropped or reworded?

Watch out

WATCH OUT

An AI summary can miss the one line that mattered or state a conclusion nobody actually reached. Before minutes go out under your name, read them once against your original notes. Two minutes of checking protects you from a month of "but the minutes said" arguments.

My notes

Day 3: Excel without the fear

What today was really about

Excel stopped being scary today, not because you memorised formulas, but because you learned you never have to. Describe what you want in plain words, name your columns, and AI hands you the

formula with an explanation you actually understand. Inherited sheets with mystery formulas: explained. Duplicates, date gaps, totals by category, messy text: solved, live, on dummy data. That is the boundary to remember: practise and troubleshoot on dummy data with AI, then rebuild the formula inside your real file, on your office computer. Salary sheets and customer lists never leave your office systems.

Prompts we used

1. I use Excel. Column A has _____ , column B has _____ , column C has _____ . I want _____ (say it in plain words, e.g. the total of column C for each department in column A). Give me the formula, say which cell to put it in, and explain it in one simple line.
2. Explain this formula in plain words, step by step, like I am new to Excel: _____
3. My formula shows _____ (error message or wrong result). My columns contain _____ . What are the most likely reasons, in order, and how do I check each?
4. Give me a formula to find duplicate entries in column _____ , and another to count how many times each entry appears.
5. My dates are typed in mixed formats in one column (like 5/1, 05-Jan, and January 5). Give me a way to make them one clean format, step by step.
6. Create 15 rows of dummy office data as text I can paste into Excel to practise: employee code, department, month, and expense amount. Made-up values only.

Now you try

1. Solve your most common Excel task with prompt 1 on dummy data, then rebuild it in a real file at work. Formula used: _____
2. Find one formula in an office sheet you never understood, paste just the formula, and get it explained. Write the plain-words meaning: _____
3. Use prompt 4 on the dummy data to catch duplicates. How would this help in your actual work?

Watch out

WATCH OUT

Paste formulas into AI, never the sheet itself. Salary data, customer lists and internal financials stay inside office systems, always, and never go into a personal AI account. Dummy data teaches AI everything it needs; your real data teaches it nothing it should know.

My notes

Day 4: Presentations in minutes

What today was really about

The evening-eating presentation became a thirty-minute job. The method: outline first, slides second. AI structured your topic into a clean flow, Gamma turned the outline into a designed deck, and your role moved to where it belongs: fixing the content, adding your real numbers, and deleting AI's overclaims. Because AI will happily write "productivity doubled" on a slide when nothing of the sort is proven; your data replaces its drama. Speaker notes and likely audience questions came free in the same sitting, so you walk in prepared for the slide after the slides.

Prompts we used

1. Create an outline for a _____ minute presentation on _____ for an audience of _____ (e.g. senior managers). Goal: _____ (inform, get approval, train). 8 to 10 slides: title of each slide plus 2 to 3 bullet points of what it should say. No decoration, structure only.
2. Paste the outline into Gamma and generate the draft deck. Then, back in your AI chat: Review my outline and point out any claim that sounds impressive but has no number or source behind it, so I can replace it with my real data or delete it.
3. Write short speaker notes for each slide, 2 to 3 spoken-style sentences each, in simple words I would actually say aloud.
4. List the 8 questions this audience is most likely to ask after this presentation, with a one-line suggested answer for each that I can adapt.
5. Make a one-slide summary version of this whole presentation, for the day the meeting gets cut to five minutes.

Now you try

1. Build a deck on a real work topic, outline to Gamma, under 30 minutes. Topic and time taken: _____
2. Run the overclaim check from prompt 2. Which line did you delete or replace with your real number? _____
3. Read the audience questions from prompt 4. Which one would have caught you unprepared? _____

Watch out

WATCH OUT

AI decks look finished long before they are correct. Every number must be yours, every claim must survive the question "can I prove this in the meeting?", and anything decorative that you cannot defend gets deleted. A plain slide you can stand behind beats a beautiful one you cannot.

My notes

Day 5: SOPs, letters, translation and safety

What today was really about

The last evening turned you into the person whose documents look sorted. The process only you knew became a numbered SOP anyone can follow, which is what makes leave possible. Official letters and notices came out in proper formats, including formal Hindi drafts for offices that require Hindi correspondence. Translation got real practice: English to Hindi and back, with the sense-check habit of reverse-translating anything important. And the course's safety thread became a physical thing: your never-paste card, written, printed, and kept where you work. What never goes into AI: personal data, salaries, customer records, internal financials, confidential documents, and nothing from the office into personal accounts.

Prompts we used

1. Write a step-by-step SOP for this process: _____ (describe it roughly, in any order).
Number every step, note who does each step by role, what they need, and where mistakes usually happen. End with a checklist version of the whole SOP in 8 lines or fewer.
2. Draft an official letter for _____ (e.g. informing a vendor about a schedule change).
Standard Indian office format: reference number placeholder, date placeholder, subject line, salutation, two short paragraphs, closing. Formal but clear, no old-fashioned heavy phrases.
3. This is described in English and typed in Hinglish, for offices that need Hindi correspondence. Type: Is letter ka formal Hindi version banao, sarkari office ke standard format mein. Bhasha formal ho par aasan bhi, jisse padhne waale ko turant samajh aaye.
4. Translate this message into _____ (Hindi or another Indian language). Keep the meaning exact and the tone respectful: _____. Then translate your translation back into English so I can check nothing changed.
5. Turn my never-paste list into a small printable card, titled What I never put into AI, with my six rules as short bold lines.
6. Make my 30-day practice plan: I want to keep using AI for emails, minutes, Excel, presentations and letters. Give me one small task per working day for 30 days, each under 15 minutes, using only what I listed.

Now you try

1. Write the SOP for the process only you know. Give it to a colleague to follow blindly: where did they get stuck? _____
2. Draft one official letter you actually need, in English and formal Hindi. Which version needed more of your editing? _____
3. Fill your never-paste card with the six rules in your own words, print it, and put it where you work.
Write rule one here: _____

Watch out

WATCH OUT

Translation errors hide in politeness and in negatives; a "not" that vanishes can reverse a sentence. For anything important, always translate back to English and compare. And your never-paste card is not a souvenir: personal data, salaries, customer records, internal financials, and no office documents in personal accounts, from Monday onwards.

My notes

Your complete prompt library

Day 1: Emails

1. Email to _____ requesting _____ , details _____ , needed by _____ , polite but firm, under 120 words, subject line included.
2. The same email, softer and warmer, for a colleague.
3. Polish my own email, keep my meaning and style: _____
4. No-reply follow-up after _____ days, respectful, easy to answer.
5. Apology email for _____ : honest, brief, states the fix and new date.
6. Voice trick: speak in Hindi or Hinglish, then: turn what I said into a clean professional English email with subject line.

Day 2: Meetings

1. Rough notes into formal minutes: purpose, roles not names, points, decisions, actions with owner and date. Add nothing: _____
2. Follow-up email from the minutes, under 150 words.
3. Agenda for a _____ minute meeting on _____ with time slots and the decision each item must reach.
4. Summarise this thread (names replaced by roles): asked, agreed, open, my reply: _____
5. Compare your summary to my notes; list everything dropped, shortened or added.

Day 3: Excel

1. Columns are _____ ; I want _____ in plain words. Formula, cell, one-line explanation.
2. Explain this formula step by step, simply: _____
3. Formula misbehaving (_____): likely causes in order, with checks.
4. Find duplicates in column _____ and count each entry's occurrences.

5. Clean mixed date formats into one format, step by step.
6. 15 rows of dummy office data to practise on: code, department, month, amount.

Day 4: Presentations

1. Outline for a _____ minute presentation on _____ for _____ , goal _____ : 8 to 10 slide titles with bullets, structure only.
2. After Gamma: point out every impressive-sounding claim with no number or source behind it.
3. Speaker notes, 2 to 3 spoken-style sentences per slide.
4. The 8 questions this audience will ask, each with a one-line adaptable answer.
5. A one-slide summary version for the shortened meeting.

Day 5: SOPs, letters, translation

1. SOP from my rough description: numbered steps, role per step, common mistakes, 8-line checklist at the end: _____
2. Official letter for _____ in standard Indian office format with placeholders.
3. Hinglish, for Hindi output: is letter ka formal Hindi version banao, standard sarkari format mein, aasan formal bhasha mein.
4. Translate into _____ keeping tone and meaning, then back-translate to English for my check: _____
5. My never-paste rules as a small printable card with bold lines.
6. A 30-day plan: one sub-15-minute AI task per working day across emails, minutes, Excel, slides and letters.

Your safety card

- Never put into any AI tool: passwords, OTPs, customer data, employee personal details, salary figures, internal financials, or anything marked confidential.
- Never upload office documents, reports or databases into a personal AI account. If your office provides an approved AI tool, that is where office material may go, per its policy.
- Describe situations in general words; add names, numbers and specifics later, in your own files and mailbox.
- Names out, roles in: minutes and summaries work fine with "the vendor" and "the manager".
- Verify AI facts, totals and translations before they enter any official document. Back-translate anything important.
- If in doubt about your office's rules, ask IT or your manager before pasting. One question protects your job better than one shortcut.

Keep going: your 30-day plan

- Week 1: every email you send starts as an AI draft that you edit. Tone practice daily; it becomes reflex by Friday.

- Week 2: minutes and agenda for every meeting you attend; use the compare-to-notes check each time.
 - Week 3: one Excel problem per day on dummy data, rebuilt in the real file. Keep growing your formula phrase-book.
 - Week 4: one deck via outline-then-Gamma, one SOP, one formal letter in both languages. Show a colleague one trick; teaching it locks it in.
 - Ongoing: the day-wise plan from prompt 6, fifteen minutes a day. Consistency, not intensity.
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Plain-words glossary

- AI: computer software that reads and writes language; a fast drafter, not a knower of your office.
- Chatbot: an AI you type or speak to, like ChatGPT, Gemini or Copilot.
- Prompt: your instruction to AI; details in, quality out.
- Hallucination: AI stating something false with confidence; the reason we verify.
- Tone: the mood of a message: firm, soft, formal, warm. You name it, AI matches it.
- Minutes: the official written record of a meeting: decisions and actions, not gossip.
- Action point: a task from a meeting with an owner and a due date.
- SOP: standard operating procedure; a numbered recipe for a work process anyone can follow.
- Dummy data: made-up practice data that looks real but exposes nothing.
- Personal account: an AI login made with your own email; never a home for office documents.
- Formula: an Excel instruction that calculates something; AI writes and explains them on request.
- Gamma: the AI presentation maker we currently use; it turns an outline into designed slides. If it ever changes, any similar AI slide maker works the same way.
- Back-translation: translating a translation back to the original language to check nothing changed.
- Never-paste list: your personal card of what never goes into AI. The cheapest job insurance there is.