

# AI ADVANTAGE: Leadership Essentials

Practical AI Skills for Today's Decision-Makers



# Course Overview

## Welcome to Leadership Essentials

A 2-day, hands-on workshop designed for executives, managers, and business leaders who want to unlock the power of AI without needing a technical background. This immersive experience puts AI tools directly in your hands, transforming abstract concepts into actionable workplace strategies.

Delivered in-person by expert facilitators from **GEMIS Technical Academy**, this course is part of the **AI ADVANTAGE** series developed by GEM Information Systems (Pty) Ltd. It focuses on real-life, everyday use of AI to boost productivity, improve strategic thinking, and generate fast, measurable ROI. You'll work alongside peers who share your leadership responsibilities and business challenges.

Our approach is simple: learn by doing. No technical jargon, no overwhelming theory—just practical applications you can implement immediately. Each activity is designed around scenarios you face every day, from drafting emails to analyzing quarterly reports. You'll use industry-leading tools like ChatGPT, NotebookLM, and Perplexity in guided sessions that build confidence with each exercise.

This course is for professionals who want to lead with confidence in an AI-enabled world. Whether you're managing teams, shaping strategy, or driving operational excellence, you'll discover how AI can amplify your impact without replacing your judgment. Join us and transform how you work, decide, and lead.



### Learn by Doing

Not just watching—active, hands-on practice



### Real AI Tools

ChatGPT, NotebookLM, Perplexity, and more



### 11 Guided Activities

Practical exercises for daily work application



### Certificate Included

Official completion certificate

# Content – Hands-on Activities

This isn't a lecture. It's a **working session**. Over two days, you'll complete 11 carefully designed activities that mirror real business challenges. Each activity builds on the previous one, creating a comprehensive skill set you can apply immediately upon returning to your office.

01

## Voice Conversation with ChatGPT

Break the ice by having a meaningful two-way AI conversation about your role and goals

03

## AI Email Support

Draft or respond to tricky emails with tone-adjusted, AI-enhanced replies

05

## Policy Writing

Collaborate with AI to draft company policies and procedure updates

### Scenario Planning

Prompt AI to help you prepare for various business scenarios

### Business Writing Rework

Take a poorly written section of a report and rework it with AI

### AI Presentation Drafting

Generate engaging slide content with structure and visual cues

02

## Internal Memo Rewrite

Use AI to reword a jargon-heavy internal memo into something clear and persuasive

04

## Meeting Prep & Summaries

Use AI to structure agendas and generate post-meeting summaries

06

## Strategic Ideas with Perplexity

Explore market trends and identify strategic options

### LinkedIn Summary Update

Refresh your professional profile with AI-driven clarity

### Quarterly Report Insights

Analyse and summarise performance data using AI



# Who It's For + Practical Details

## Who Should Attend

- Senior managers and executives**  
Leaders responsible for strategic decisions and organizational direction
- HR, marketing, and operations leads**  
Functional heads seeking efficiency and innovation in their departments
- NGO and project leaders**  
Mission-driven professionals managing complex initiatives
- Business decision-makers**  
Professionals seeking practical AI skills for competitive advantage



## What You'll Get



### Two Full Days

Comprehensive guided, hands-on training designed for maximum practical impact



### Participant Workbook

Printed materials you can reference and annotate during and after the course



### Learning Portal Access

Ongoing access to online resources and updates via our digital platform



### Certificate of Completion

Official recognition of your new AI leadership capabilities

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## Pricing

# R6,499

### Standard Fee

(excl. VAT)

# R5,499

### Early Bird Rate

(excl. VAT) for bookings 3 weeks before course\*

### Group Discounts

Available for multiple participants from the same organization

## Corporate In-House Training

Bring the AI Advantage experience directly to your organization. We offer customized in-house training solutions designed specifically for your team's needs and schedule.

### Flat Rate for Teams

Special pricing for up to 8 participants, maximizing your training investment

### Your Location, Your Schedule

Delivered at your premises on a date that suits your team's availability

### Flexible Scaling

Additional participants charged separately or packaged as a custom solution

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Visit:

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# Join a Growing Community

Join a growing community of leaders using AI to improve performance, save time, and stay ahead. The business landscape is evolving rapidly, and AI literacy is no longer optional for effective leadership—it's essential. Organizations across South Africa are discovering that AI isn't about replacing human judgment; it's about amplifying it.



Our participants consistently report immediate returns on their investment. Within weeks of completing the course, they're drafting better communications, making faster strategic decisions, and freeing up hours each week for high-value work. They're not just keeping pace with change—they're driving it.

The AI Advantage isn't about technology for technology's sake. It's about practical tools that solve real problems. It's about confidence in an uncertain future. It's about leading with clarity when others are overwhelmed by complexity.

## Practical Application

Skills you'll use from day one, not theoretical concepts

## Confident Leadership

Lead AI initiatives with authority and understanding

## Measurable Impact

Real productivity gains and strategic advantages

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**Let us help you take the AI leap – practically, confidently, and with impact.**

Whether you're leading a department, managing projects, or shaping organizational strategy, the AI Advantage: Leadership Essentials gives you the tools to work smarter, decide faster, and lead with greater confidence. Our expert facilitators from GEMIS Technical Academy are ready to guide you through every step of your AI journey.

Don't let your organization fall behind. Invest in your AI capabilities today and discover how these powerful tools can transform your leadership effectiveness. The future belongs to leaders who embrace AI as a partner, not a threat. Join us and become one of them.