



NEXT-GEN **PRODUCTIVITY** **WITH AI TOOLS**

30 Days Practical Course in
Jaipur



Course Overview

Work Smarter, Not Harder — Supercharge Your Productivity with AI

This **30-day practical course** from SkillUpgrades is designed to help you master the most powerful **AI tools** for automating **daily tasks, content creation, branding, time management, and communication.**

From **ChatGPT** to **Canva AI**, from **Notion AI** to **Descript** — this course equips you with modern tools to enhance speed, creativity, and accuracy in your work, **business, or freelance services**. Perfect for **students, professionals, entrepreneurs, and creators** looking to gain the next-gen competitive edge.

What You'll Learn

- Mastering ChatGPT for time-saving tasks & smart prompting
- Creating stunning content & designs with Canva AI & DALL·E
- Automating research, writing, scheduling, and reporting
- Boosting project management with Notion AI & Google Workspace
- Using voice & video AI tools like Descript, Pika, and ElevenLabs



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- Creating pitch decks, presentations, and personal branding kits
- Developing client-ready deliverables with AI-generated assets
- AI-assisted learning, resume writing, email handling
- Leveraging AI for social media marketing and engagement
- Productivity habits, hacks, and systems with AI assistance

Who Should Enroll

- Working professionals & teams
- Digital marketers and content creators
- Entrepreneurs, freelancers, and solopreneurs
- Students, job-seekers, and educators
- Anyone looking to automate tasks and increase efficiency

Requirements

- Laptop or desktop with internet access
- Basic computer literacy
- No prior knowledge of AI tools required



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Course Modules – Next-Gen AI Productivity (30 Days)

Module 1: Productivity & Communication with ChatGPT

- Prompt engineering basics
- Writing professional emails, reports, summaries
- Creating checklists, SOPs, and time-saving templates
- Building custom AI assistants for daily tasks

Module 2: AI for Visual Design & Branding

- Canva AI for social media, ads, and presentations
- DALL·E, Midjourney for creative image generation
- Create banners, thumbnails, resumes, and personal brand kits
- Smart presentations using Magic Write & design suggestions



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Module 3: Smart Content Creation Tools

- Copy.ai, Jasper, Writesonic for blogs, captions, marketing copy
- Repurpose old content using AI
- AI for idea generation, content calendars, and publishing
- Social media automation using AI schedulers

Module 4: Voice, Video & Automation Tool

- Descript for transcription and video editing
- ElevenLabs for AI voiceover and dubbing
- Pika Labs & Runway ML for short-form AI videos
- Creating reels and YouTube Shorts with AI tools

Module 5: Task & Workflow Automation

- Notion AI for smart project planning
- Google Sheets + AI for reporting and data management
- Zapier & Make for automation workflows
- AI tools for client onboarding and delivery



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Module 6: Capstone Productivity Project

- Design your personalized AI productivity system
- Create content, automate workflows, and showcase tools
- Final presentation of your smart workspace or business use case
- Resume, portfolio, and LinkedIn optimization with AI

Course Highlights

- 20+ powerful AI tools covered
- Daily practical tasks and challenges
- No-code automation strategies
- Real-time productivity system creation
- Certificate of Completion
- Career and business application support

Thank You



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