



AI Foundations for Personal Productivity

Program Overview

AI is rapidly changing how professionals understand information, make decisions, and perform knowledge work. This course gives managers and leaders the literacy, judgment, and hands-on practice needed to use AI productively and responsibly, without requiring prior technical expertise.

Participants develop an executive-level understanding of predictive, generative, and agentic AI; examine current market and industry trends; and learn how large language models, retrieval, multimodality, and agents create value. They practice evaluating AI outputs and vendor claims, managing hallucination and uncertainty, and applying privacy, confidentiality, copyright, and responsible-use principles. Hands-on activities culminate in a personal AI productivity playbook with useful tools, safe-use rules, reusable instructions, and workflows for research, writing, analysis, visualization, presentations, and knowledge management.

Program Agenda

DAY ONE: RITU AGARWAL, PhD	AI literacy and landscape • History and evolution of AI • Predictive, generative, and agentic AI • How AI works at an executive level • Current market and industry trends • Business applications and value creation • Responsible use of AI at personal level: AI Safety and Risks • Basic privacy, confidentiality, copyright, and responsible-use principles
DAY TWO: GORDON GAO, PhD	GenAI literacy and sound judgment • Neural Network and deep learning • Evaluating AI outputs and vendor claims • Large language models, reasoning, multimodality • Retrieval-augmented generation, and agents • Strengths, limitations, hallucination, and uncertainty • Human versus machine capabilities
DAY THREE: GORDON GAO, PhD & MINGHONG XU, PhD	Personal productivity • Leveraging mainstream agents (such as Codex, Claude Code, Gemini, CoPilot) • Research, analysis, writing, summarization, and ideation • Data analysis and visualization • Presentations and information storytelling • Personal knowledge management • Prompting, context engineering, and reusable instructions • Designing a personal AI workflow