



# AI for Personal Executive Assistants

MQA Approved, 90% HRDC Refundable

A Virtuose Workshop by  
**Laricia Smit**

Thursday 27 March 2025  
Voila Bagatelle Hotel



# Unlock Your Potential with AI

In today's fast-paced professional environment, embracing the power of artificial intelligence is essential for staying ahead.

This course equips executive assistants and administrative professionals with the skills to effectively integrate AI into their daily work.

By the end of the course, participants will be empowered to confidently leverage AI tools to streamline workflows, boost productivity, and ensure greater efficiency in their roles.



# AI-Powered Tools for Executive Assistants



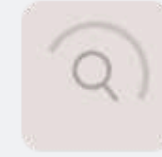
## Calendar Management

Use AI-powered calendar tools to optimize scheduling, set reminders, and manage appointments with greater ease.



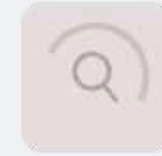
## Task Management

Utilize AI-powered to-do lists and project management tools to streamline your workflow and stay organized.



## Email Management

Leverage AI for email filtering and prioritization, ensuring that important messages receive immediate attention.



## Research and Data Analysis

Explore AI tools for research and data analysis, empowering you to gather information efficiently and gain valuable insights.

- Understand the fundamentals of AI and its applications in personal productivity.
- Explore various AI tools, including ChatGPT prompts, Microsoft 365, Meta AI, and Google Workspace.
- Develop practical skills to implement AI tools in daily tasks to enhance efficiency and productivity.
- Recognize the limitations and ethical considerations of using AI.

# TRAINING OBJECTIVES

# TRAINING OUTLINE

Introduction to Artificial Intelligence	AI Applications in Executive Assistance	AI-Powered Tools for Executive Assistants
<p>Definition and history of AI.</p> <p>Types of AI: machine learning, natural language processing, and computer vision.</p> <p>AI in the workplace: benefits and challenges.</p>	<p>Virtual assistants: Siri and Google Assistant.</p> <p>Task automation: scheduling, email management, and data entry.</p> <p>Data analysis: insights and reporting.</p> <p>Communication: chatbots and messaging platforms.</p>	<p>Calendar management: scheduling and reminders.</p> <p>Email management: filtering and prioritization.</p> <p>Task management: to-do lists and project management.</p> <p>Research and data analysis: tools and techniques.</p> <p>Travel Planning: Use AI to organize and manage travel plans.</p> <p>Time Management: Use AI to track and manage time spent on tasks.</p>
Implementing AI in the Workplace	Ethics and Responsibility in AI Adoption	Future of AI in Executive Assistance
<p>Selecting AI-powered tools: criteria and best practices for personal executive assistants.</p> <p>Integrating AI into daily work: tips and strategies.</p> <p>Managing AI-related change: communicating with stakeholders and addressing concerns.</p>	<p>AI ethics: bias, transparency, and accountability.</p> <p>Data privacy and security: best practices and regulations.</p> <p>Human-AI collaboration: designing workflows and systems that augment human capabilities.</p>	<p>Emerging trends: AI-powered virtual reality, augmented reality, and the Internet of Things (IoT).</p> <p>Preparing for the future: upskilling and reskilling for an AI-driven workplace.</p> <p>Practical application group exercise to put theory into practice.</p>

# About the Trainer



Laricia Smit is an experienced international facilitator and Chartered Public Relations Practitioner (CPRP) with over 26 years of expertise in public relations, event management, and corporate communication. As a seasoned educator, she has authored three academic handbooks and served as a lecturer for over two decades.

Laricia is well-versed in training professionals globally, including multiple sessions in Mauritius between 2014 and 2019, where she delivered impactful workshops on personal assistance, event management, and communication. Her deep understanding of AI-powered tools, combined with her practical approach, ensures participants gain actionable skills to enhance productivity and efficiency in their roles.

With her extensive background and engaging teaching style, Laricia is uniquely positioned to guide participants through mastering AI applications in executive assistance.

# Agenda

8:30 – 9:00 **Arrival & Registration**

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9:00 – 10:30 **Introduction to Artificial Intelligence**

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10:30 – 10:45 **Coffee Break**

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10:45 – 12:15 **AI Applications in Executive Assistance**

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12:15 – 13:15 **Lunch Break**

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13:15 – 14:45 **AI-Powered Tools for Executive Assistants**

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14:45 – 15:00 **Coffee Break**

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15:00 – 16:45 **Implementing AI in the Workplace, Ethics and Responsibility in AI Adoption.**

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**Future of AI in Executive Assistance\* (Practical Session)**

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16:45 – 17:00 **Closure & Feedback**

# Book NOW

Trainer:

**Laricia Smit**

When:

**Thursday 27th  
March 2025 as  
from 08h30**

Full-day

Where:

**Voilà Hotel  
Bagatelle**



FOR BOOKINGS  
CALL ON 427 0888

Fees per participant: 18,000 MUR  
**MQA Approved, 90 % HRDC Refundable**

Face-to-face Course in English

Suitable for personal executive assistants, administrative professionals, and business managers. No IT background required.

PDF course materials provided after the training

Email: [info@virtuose.company](mailto:info@virtuose.company)