

Learning Outcomes

By the end of this programme participants will be able to:

- Explain core AI concepts (including generative AI and LLMs) in everyday language.
- Write effective prompts and apply simple prompt-engineering techniques for reliable outputs.
- Automate routine admin tasks: Meeting minutes, drafting email and report writing.
- Turn long documents into executive-ready summaries and extract key action points in seconds.

Who should attend

Office managers, executive assistants, admin supervisors, HR & Project coordinators, operations administrators and any administrative professional who wants to boost productivity, reduce errors, and take a leadership role in AI adoption.

Contact Information:

Dr A.Khoodaruth

 a.khoodaruth@uom.ac.mu

Mechanical and Production Engineering Dept.
Faculty of Engineering
University of Mauritius, Reduit.

Application forms duly filled in should be sent to the above address



Artificial Intelligence for Administrative & Office Staff

*Boost productivity.
Reduce busywork.
Lead with confidence.*

Administrative teams are the backbone of every organisation and AI is the tool that transforms that backbone into a high-performing engine.

This practical, hands-on course shows office managers and administrative professionals how to safely adopt AI to automate routine tasks, improve communication, and free time for higher-value work.



Tues 16th & Wed 17th June 2026 .

Course: Rs 12,000 (incl. lunch) - MQA approved

Course Outline

- AI essentials for the office – What AI can (and can't) do; quick safety checks.
- Prompting that works – Clear, repeatable patterns to get accurate results.
- Meetings: capture + action – Real-time transcription, concise minutes, automated action items.
- Knowledge management – Build a searchable team knowledge base and use it for instant answers.
- Document & report automation – Fast summarisation, extraction of insights, and executive briefs.
- Ethics, privacy & governance – Practical controls, red flags, and organisational policy checklists.
- Hands-on labs – Live demos and guided practice with popular AI tools and practical templates.

Training methodology

A balanced mix of concise theory, real-world case studies, live demonstrations, and hands-on labs. Participants work with actual admin scenarios, leave with tested prompts, templates, and an implementation checklist.

CERTIFICATE

Participants who have successfully completed the course will be awarded a certificate of Attendance issued by the University of Mauritius.

Trainers

Assoc Prof (Dr) Abdel Khoodaruth at the Mechanical & Production Engineering Department (University of Mauritius), and Mr Shoayb Peerbocus, AI Expert will be the resource persons for this course.

APPLICATION FORM

Artificial Intelligence for Administrative & office Staff

Name of Participant:

Office Address:

Off Tel: Mobile Tel:

Email:

Signature:

of Participant

Organisation :

Position:.....

Date :

N.B. Payment can be effected in cash, card (the Finance Section UoM) or cheque. Cheque to be drawn to the order of University Mauritius and crossed. Personal cheques will NOT be accepted.

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Faculty of Engineering

University of Mauritius, Reduit.

N.B. The University of Mauritius reserves the right not to run the training course should the number of participants be insufficient. Seats will be available for 12 participants and these will be allocated on a "first come first serve" basis