

This will be a very interactive meeting. Attendees will be asked to assist in brainstorming ideas and prompts and share personal experiences with AI. If you have no experience, no worries, this training will be fantastic for you! If you have experience, please join us and share! We learn and grow together and technology advances every day.

9:00 am	"Hiring" AI as Your New Assistant in the Business Office What or Who is AI? Policy and Ethics of AI Usage Getting the Most Out of Your Tech Spending How Can You Use AI How to Communicate with Your New Assistant
10:00 - 10:15	Break
10:15 -12:00	Drafting Emails and Letters Make AI Your Tutor Is AI Better than Google? Document Analysis Creating Documents Budgeting Ideas
12:00 to 1:00	Lunch Break
1:00 to 2:30	Creating PowerPoints ADA Compliance Assessments and Readability Issues Audit MD&A's and Depreciation Schedules Building RFP's Board Meetings and AI Usage
2:30 to 2:45	Break
2:45 to 3:45	Creating SOPS HR and Payroll Usages Have a Little Fun

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