



# CES

## Harness the power of AI tools and work smarter

Every school administrator's new personal assistant

# SEMINAR

### Workshop outline

Since it burst into the scene in 2022, Artificial Intelligence has sparked discussions ranging from dystopian fears to human liberation. Discover how you can leverage AI as efficient personal assistant which performs mundane administration tasks in seconds.

Join this 1.5-hour CES session to discover the new AI tools and learn how to seamlessly integrate them into GMail, Word, Sheets, etc. The focus is on turbo-boosting your productivity and freeing you up for more important one-on-one interactions.

**There's an AI tool for every admin task:**

- Text in a specific voice on a particular subject
- Technical text in your style or others
- Quick responses to email messages
- Spreadsheet data crunching
- Manipulate images in a specific colour hue
- Generate welcome video/audio files from text

**BRING YOUR LAPTOP:** *explore the possibilities, and start training your new AI assistant.*

### Presenter: David Kinane

David has been helping schools to integrate technology for 20+ years. He's taught at all levels, so he understands the challenges faced by admin teams. David is an accredited Ministry PLD provider.



Image Accreditation: AI-generated using Adobe Firefly.

### AI Tools Workshop

**Date:** Tuesday, 19th March  
**Venue:** CES Head Office  
 89 Nazareth Avenue  
 Middleton, ChCh  
**Time:** 10.00am-11.30am  
**Cost:** \$98.00 excl. GST

**To register: email [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz) Call-free 0800 205 267 for further information**



**YES! We would like to attend David Kinane's 'Harness the power of AI tools' workshop**

(Please use a separate registration form for each enrolment, photocopies are welcome).

Name: .....

School: .....

Phone: ..... Email: .....

**Cancellation:** *If you have registered and are unable to attend please give CES notice in writing by Tuesday 12th March 2024. (Letter: PO Box 414, Christchurch 8140; email: [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz)). Substitute participants are welcome.*

### Canterbury Education Services Head Office

89 Nazareth Avenue, PO Box 414, Christchurch 8140. Phone: 0-3-338 4444

**To register: email [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz) [www.cessl.org.nz](http://www.cessl.org.nz)**