

WEBINAR: Basic AI Business Assistant Seminar



Overview

Having a personalized AI assistant is about more than just saving a few minutes here and there. The goal is to set up an easy system that handles your daily paperwork, writes your marketing content, and helps you make quick business decisions so you can focus on growing your income.

Objectives

- To be able to configure and personalize an AI assistant that accurately reflects your unique brand DNA and business voice
- To enhance efficiency by mastering a structured prompt formula that automates daily administrative, marketing, and sales workflows
- To come up with an actionable, day-to-day AI Action Plan and Prompt Library to permanently reclaim hours every week

Who Should Participate

- Solopreneur
- SME Owners
- Coaches
- Sales Professionals
- Marketing Staff
- Freelancers

Key Topics

The 7D Framework

FRAMEWORK D1 - DISCOVER

Meet Your AI Business Assistant

- AI Fundamentals
- ChatGPT Setup & Personalization
- Brand DNA
- Business Profile
- Activity:
 - Configure ChatGPT
 - Complete Brand DNA Worksheet

Key Topics

FRAMEWORK D2 - DIRECT

Learn to Communicate with AI

- The Prompt Formula (Role • Task • Context • Format • Refine)

Prompting Best Practices

- Activity:
 - Create prompts for marketing, sales, customer service, and administration

FRAMEWORK D3 - DELEGATE

Let AI Handle Routine Work

- Emails
- Proposals
- Quotations
- SOPs
- Reports
- Checklists
- Activity:
 - Create an email, proposal, and quotation in 5 minutes

FRAMEWORK D4 - DEVELOP

Create Marketing Content with AI

- Facebook Posts
- Captions
- Hooks
- Reels Scripts
- Hashtags
- Content Calendar
- Activity:
 - Create in 5 minutes:
 - 5 Facebook Posts
 - 1 Promotional Caption
 - 7-Day Content Calendar

FRAMEWORK D5 - DELIVER

Improve Sales & Customer Service

- Sales Scripts
- Messenger Replies
- Follow-ups
- FAQs
- Objection Handling
- Complaint Responses
- Assignment: Build your Sales & Customer Library

Reserve now! Call us at:

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Key Topics

FRAMEWORK D6 - DECIDE

Make Better Business Decisions with AI

- Use AI for brainstorming
- Use AI for SWOT Analysis
- Use AI for Competitor Research
- Use AI for Business Planning
- Use AI for Marketing Strategy
- Use AI for 30-Day Action Plans
- Activity: create in 5 minutes:
 - SWOT Analysis
 - 3 Growth Ideas
 - 30-Day Business Plan

FRAMEWORK D7 - DEPLOY

Build Your AI Business Assistant System

- Identify repetitive tasks
- Assign AI roles
- Build your Prompt Library
- Design your Daily AI Workflow
- Activity: Build your Daily AI Workflow & AI Action Plan in 5 minutes

Duration

- 3 hours

Webinar Fee

- Php 2,000.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

Reservation

- Please call to register (0915.205.0133 | 0908.342.3162 | 0933.584.7266 | (02) 8.727.5628) or use the registration form below. Kindly fill-out and email to businesscoachphil@gmail.com. You will receive a confirmation within 48 hours.

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