

# AI-Enabled Time, Task, and Project Management Tools

## COURSE OVERVIEW

This course offers a practical framework for leaders and professionals to boost productivity using intelligent scheduling, automation, and data-driven project management. It covers how AI-powered platforms can optimize task distribution, track progress, and improve team collaboration. The course focuses on integrating management tools into workflows to enhance operational efficiency, accountability, and decision-making in both hybrid and traditional work settings. Participants will learn to use predictive analytics to anticipate project risks and manage resources efficiently.

## WHO SHOULD ATTEND?

This course is designed for executives, project managers, team leaders, operations managers, consultants, and digital transformation officers seeking to leverage AI for productivity and organizational performance. It is equally valuable for HR leaders and professionals managing distributed teams or complex project portfolios.

## COURSE OUTCOMES

Delegates will gain the skills and knowledge to:

- Evaluate the role of AI in modern time, task, and project management.
- Apply AI-powered tools to improve scheduling, tracking, and accountability.
- Leverage predictive analytics for project risk management and resource optimization.
- Enhance collaboration and transparency across teams with digital platforms.
- Build scalable productivity systems that adapt to organizational needs.
- Enhance monitoring, tracking and real-time visibility.

## KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;

- Exploration of AI platforms for time and project management.
- The practical frameworks for intelligent scheduling and workflow automation.
- The AI tools for predictive insights into project risks and resource planning.
- The ethics, governance and risk in AI usage.
- Strategies for enhancing collaboration and accountability in hybrid teams.
- Case studies on organizations improving productivity with AI tools.

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.

1. A GTC end-of-course certificate.
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded.