AI Adoption Learn Series: AI Agents for Daily Workflow

ANI_117d | On-Demand | Automation and Insights | Express
Course Duration: 1 hour

This course focuses on how AI agents can support everyday workflows by taking on multi step tasks, and how people work with, supervise, and apply judgment when those agents are in action.

Intended Audience

Non-technical professionals across industries and roles.

Objectives

After completing this course, the learner will be able to:

- Recognize when a daily work task is a good candidate for an AI agent
- Explain how working with AI agents differs from working with chatbots or single prompt AI
- Identify common workplace workflows where AI agents can reduce friction and busywork
- Describe the human role when AI agents are performing work
- Apply practical judgment about trust, oversight, and escalation when using AI agents
- Explain how AI agents change how work gets done without removing accountability

Outline

1. Introduction to AI Agents for Daily Workflow
1.1 Introduction: From Chatbots to Teammates - Why AI Agents Matter at Work

2. From AI Assistance to AI Delegations
2.1 AI Agents vs Chatbots: A Shift from Asking to Delegating

3. Spotting Agent-Ready Work
3.1 What Makes a Task Agent Ready?
3.2 Everyday Workflow Patterns Where Agents Help Most

4. Working with Agents in Daily Workflows
4.1 Working with an Agent: Set the Goal, Not the Steps

5. Oversight, Judgement, and Accountability
5.1 Trust, but Verify: Oversight in Daily Agent Use
5.2 When (and How) Humans Should Step In
5.3 How Agents Change Daily Work Without Removing Accountability

6. Getting Started With AI Agents
6.1 Getting Started: Practical First Steps for Everyday Teams

7. Summary and Key Takeaways
7.1 Working Well with AI Agents

Putting it All Together

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