



AI Automation for Everyone: Instant AI Skills to Make Work Easier

About this Course

This 2-day hands-on course empowers non-programmers to harness the power of GPT models like ChatGPT or Gemini to automate repetitive tasks through AI-assisted Python scripting. Participants will learn how to communicate effectively with GPT to generate, understand, and run simple Python scripts — no prior coding experience required. The course emphasizes practical, real-world applications such as Excel data processing, file management, and web scraping. By the end of the training, participants will be able to confidently build small automation workflows that save time, reduce errors, and boost productivity in everyday work.

Who should attend?

This course is designed for working adults, managers, executives, and anyone who wants to use AI to save time, reduce errors, and improve productivity — without needing any programming background. It is ideal for professionals who work with spreadsheets, reports, documents, or routine digital tasks and want to automate them using GPT tools. This course also suits entrepreneurs, freelancers, educators, and administrators who want to build real, practical AI skills that immediately enhance day-to-day work efficiency. Participants from all industries and experience levels are welcome as long as they are ready to learn hands-on.

Prerequisites

There are no formal prerequisites for this course. All lessons are designed for complete beginners with zero coding experience. However, participants will benefit even more if they have previously attended Skillet's AI Foundation course (Course #1 in this series) or any basic introduction to AI, ChatGPT, or prompt engineering course. These will help participants grasp concepts faster, but they are not required. The course provides guided, step-by-step instructions to ensure everyone can follow comfortably.

Learning Outcomes

By the end of the course, participants will be able to:

- Use GPT to generate, understand, and troubleshoot simple Python scripts.
- Automate Excel-related and file processing tasks using GPT-generated code.
- Build and run basic web scraping scripts guided by AI prompts.
- Apply prompt engineering techniques to refine and customize automation scripts.



- Execute AI-assisted workflows safely and responsibly with attention to data ethics and reliability.

Course Outline

Module 1: Introduction to AI-Assisted Automation

- Understanding what GPT and Python can do for everyday work
- How AI converts natural language into working code
- Common use cases: Excel, file management, and web data extraction
- Setting up an easy coding environment (Google Colab / local setup)
- Running your first GPT-generated Python script

Module 2: Prompting for Automation Success

- How to write effective prompts for GPT: Role → Task → Context → Constraints
- Getting GPT to explain and debug code in plain language
- Iterative prompting: refining code until it works
- Safe prompt patterns for repetitive workflows
- Hands-on practice: prompting GPT to automate a simple Excel task

Module 3: Automating Excel and File Processing

- Using GPT to generate scripts with pandas and openpyxl
- Combining multiple Excel sheets or cleaning up data automatically
- Renaming or organizing files with GPT-generated code
- Running and validating your automation results
- Exercise: “Automate my weekly Excel report” mini task

Module 4: Web Scraping Made Simple with GPT

- What web scraping is and how it helps productivity
- Prompting GPT to extract data using requests and BeautifulSoup
- Exporting scraped data into Excel
- Avoiding blocked sites and respecting website policies
- Ethics and safety in automation (data accuracy, privacy, and reliability)

Module 5: Mini Project — Personal Productivity Automation

- Choose your project:



- Automate Excel report generation
- Scrape website data and export to file
- Rename and organize files automatically
- Guided prompt walkthrough and code refinement
- Running, testing, and showcasing your working automation
- Reflection: How to expand your automations safely and effectively

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