

AUTOMATION & AI TOOLS | 3 DAYS, 23 HOURS



# Supercharge Your Work with Gen AI

Move from manual work to faster, smarter, AI-powered productivity

## Why Take This Course?

1 Reduce time spent on repetitive tasks

2 Produce work faster without sacrificing quality

3 Generate stronger ideas, drafts, and presentations

4 Improve confidence using AI in daily work

5 Become more productive and efficient at work

6 Build future-ready skills that support career growth



## Tools You Will Explore



### ChatGPT

Learn how to write faster, generate ideas, summarise information, and improve daily work output



### Image Generation Tools

Learn how to create visuals to support work, content, and communication



### Workplace AI Tools

Learn how to write faster, generate ideas, summarise information, and improve daily work output



### Gamma

Learn how to turn rough ideas into polished presentations quickly



### Video Generation Tools

Learn how to create visuals to support work, content, and communication

BELLS reserves the right to modify or replace any tools used in the programme in accordance to the industry relevance and learner experience without notice.



## This Course Is Best For:

- Working adults
- Admin and operations staff
- Marketing teams
- Business professionals
- Entrepreneurs
- Anyone who wants to use AI at work

UP TO **70% COURSE FEE** SUBSIDY

**SFC** ELIGIBLE

**NTUC UTAP** ELIGIBLE

# Key Learning Outcomes

A practical AI course for professionals who want to save time, improve work quality, and become more valuable in the workplace.



Use AI to complete tasks faster & more efficiently



Write clearer prompts to get stronger results



Use AI tools to improve productivity & output quality



Create better quality content, ideas, and presentations



Apply AI confidently in real work, business, and marketing situations

Build Customised Gen-AI Applications to Supercharge Your Work TGS-2025059841   23 hours   Classroom-Based Funding Validity Period: 21 Oct 2025 - 20 Oct 2027	Full Course Fee before subsidies	21-39 years old or SG PR*1 SkillsFuture Funding (Baseline)	Above 40 years old*2 SkillsFuture Mid-Career Enhanced Subsidy	SME Sponsored*3 SkillsFuture Enhanced Training Support for SMEs
Course Fee	\$1,282.00	\$1,282.00	\$1,282.00	\$1,282.00
SkillsFuture Funding	\$0.00	(\$641.00)	(\$897.40)	(\$897.40)
Total Nett Fee	\$1,282.00	\$641.00	\$384.60	\$384.60
GST (9%)	\$115.38	\$115.38	\$115.38	\$115.38
<b>Total Fee Payable</b>	<b>\$1,397.38</b>	Payable via <b>SkillsFuture Credit (SFC)</b>		<b>\$499.98</b> after 70% course fee subsidy
<b>Additional Application Fee</b>	<b>\$30.00</b>	<b>\$756.38</b> after 50% course fee subsidy	<b>\$499.98</b> after 70% course fee subsidy	

Application fee will be waived upon completion of programme

Terms and Conditions:

\*1 Course fee subsidy is available for Singapore Citizens aged 21-39 years old or Singapore Permanent Residents 21 years old and above.

\*2 Course fee subsidy is available for Singapore Citizens aged 40 years old and above.

\*3 Course fee subsidy is available for Singapore Citizens or Permanent Residents aged 21 years and above, if the course is fully sponsored by the company that is an eligible SME.

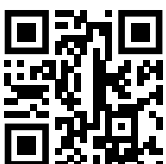
For more PWM information: <https://www.mom.gov.sg/employment-practices/progressive-wage-model/what-is-pwm>

In order to receive the Statement of Attainment, trainees should achieve at least 75% attendance, pass all prescribed tests / assessments and attain 100% competency. Course fees will not be refunded at any point once the class has commenced.

All information is correct at the time of printing (16 March 2026).

BELLS Institute of Higher Learning Pte. Ltd. reserves the right to make changes at any time without notice at its own discretion.

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