

Syllabus “GenAI power in PM”-Workshop

In our interactive one-day workshop, project managers, executives and employees from project-supporting areas (e.g. PMO, controlling, strategy) learn how to use ChatGPT, Google Gemini as well as other GenAI models and applications in project management from initialization to project completion. The aim is to automate routine tasks, improve communication processes and gain valuable time for strategic tasks without any prior technical knowledge.

The workshop is clearly structured and combines impulses, practical exercises and exchange.

The following agenda gives you an overview of our day:

Welcome

- Introduction incl. clarification of expectations
- Overview of the day's schedule and workshop objectives
- Installation and configuration of ChatGPT and/or Google Gemini on the participants' laptops

Basics: generative artificial intelligence

- History and significance
- Definitions and limitations
- Prompt engineering: How do I actually chat “correctly” with a GenAI model?

Meaningful use of GenAI in project management

- Practical AI models and applications
- Support options: “1 hour instead of 1 day”
- Tasks and functions

Exercises with concrete use cases

- Useful applications of ChatGPT & Co. in all phases of project management from project initiation to definition, planning, execution and completion
- Improving information and communication management
- Automation of routine tasks in day-to-day business
- Continuous improvement with GenAI

Challenges, opportunities and other useful tips

- Data protection and IT security
- Potential and opportunities
- Practical tricks and tips for practical use

The workshop thrives on active participation, hands-on experimentation and exchanging ideas.

After a brief introduction, we will install ChatGPT and/or Google Gemini together on your laptops and get started right away.

Step by step, and using concrete project examples, we will work out how you can apply GenAI in a targeted and meaningful way in your daily work.

Please bring your company laptop incl. charging cable, ideally with access to internal project data that you are authorized to work with.

If this is not possible, we will work during the webinar with a generic case study provided by the trainer, using tools such as ChatGPT, Google Gemini, Claude, Perplexity, NotebookLM etc. ensuring that data protection requirements are not affected.

Trainer



Dr. Marco Benkert has a comprehensive repertoire of practical experience with more than 20 years of project management positions for complex international projects and more than 5 years of disciplinary leadership responsibilities in project-based organizations, including head of customer project management department.

He is a certified Trainer® (GPM), Business Coach® (IHK), Senior Project Manager® (IPMA), Project Management Professional® (PMI) and Scrum Master® (Scrum.org).