



AI Office & Admin Assistant Training Program

Empowering Our
Workforce for Success



Phone Number
076 701 2233



Our Website
www.acpt.lk

Introduction of ACPT



ACPT – Academy of Computer Programming & Training is a leading training institute dedicated to shaping future-ready professionals. We offer a range of practical, job-oriented programs in software engineering, digital skills, and emerging technologies. With expert guidance, real-world projects, and career support, ACPT empowers students to achieve success in today's competitive world.



Company's Commitment to Growth

ACPT is committed to continuous growth by delivering high-quality, industry-relevant training. We strive to expand opportunities, embrace innovation, and ensure every student gains the skills and confidence needed for long-term success.

Importance of Continuous Learning

In today's fast-changing world, knowledge quickly becomes outdated. Continuous learning ensures individuals stay relevant by upgrading their skills, adapting to new technologies, and remaining competitive in their careers. It builds resilience and opens pathways to growth.

Continuous learning also fosters creativity and problem-solving. By embracing lifelong education, individuals can expand perspectives, explore opportunities, and drive innovation. This commitment strengthens personal development while contributing to organizational success and global progress.



AI Office & Admin Assistant Training Program

Overview



▶ Introduction to AI Office & Admin Assistant Training Program

This 3-months program prepares students to work in modern office environments using digital tools and AI assistants. From handling documents and emails to using tools like ChatGPT, Google Workspace, and CRM software, students will learn how to become efficient admin professionals or virtual assistants ready for today's job market.

03 Months

Physical batch

Sinhala Medium

2 days per week

08.30 am - 5.00 pm

Only 30 Seats

▶ Who Can Follow This Program

- Passed O/L (Eligibility Interview required)
- Passed A/I (Eligibility Interview required)
- Undergraduates (University students)
- Job Seekers (Eligibility Interview required)
- Your age should be less than 28 years



Training Modules

- After completing Our AI Office & Admin Assistant Training Program you can achieve many pathways. such as Office Assistant , Admin Coordinator , Virtual Assistant & AI-enabled Admin Support Each module is designed with hands-on projects to build strong technical expertise and real-world development skills.



Module 1 – Office Administration Fundamentals

- ▶ **Introduction to Modern Office Environments**
- ▶ **Roles & Responsibilities of Administrative Staff**
- ▶ **Time & Task Management Techniques**
- ▶ **Professional Email Etiquette & Business Communication**
- ▶ **Meeting Coordination & Minutes Writing**
- ▶ **Customer Service Skills (Phone, Email, Face-to-Face)**



Module 2 – Office Software & Digital Tools

- ▶ **Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) – Advanced**
- ▶ **Google Workspace (Docs, Sheets, Slides, Gmail, Calendar)**
- ▶ **File Management & Data Backup Best Practices**
- ▶ **Cloud Collaboration Platforms (Google Drive, OneDrive, Dropbox)**



Module 3 – AI Tools for Office Productivity

- ▶ **Introduction to AI in Office Administration**
- ▶ **Using ChatGPT, Claude, Gemini for Document Drafting & Reports**
- ▶ **AI-based Email Drafting & Reply Suggestions**
- ▶ **AI Transcription & Meeting Summaries (Otter, Fireflies, Notion AI)**
- ▶ **Workflow Automation using Zapier / Make**
- ▶ **AI for Scheduling & Task Reminders**

Module 4 – Digital Communication & Collaboration

- ▶ **Video Conferencing Tools (Zoom, Google Meet, MS Teams)**
- ▶ **Team Chat Tools (Slack, Microsoft Teams)**
- ▶ **Online Presentation Skills**
- ▶ **Managing Remote & Hybrid Work Teams**



Module 5 – Data Entry & Information Management

- ▶ **Roles & Responsibilities of Administrative Staff**
- ▶ **Spreadsheet Data Analysis (Excel Formulas, Pivot Tables)**
- ▶ **Creating Reports & Dashboards**
- ▶ **Meeting Coordination & Minutes Writing**



Module 6 – Document Management & Compliance

- ▶ **Filing Systems (Digital & Physical)**
- ▶ **Document Version Control**
- ▶ **Basic Legal Requirements for Office Documents**
- ▶ **Privacy, Confidentiality & Data Protection Policies**

Module 7 – AI-Enhanced Customer Relationship Management (CRM)

- ▶ **Introduction to CRM Software (HubSpot, Zoho, Salesforce)**
- ▶ **Automating Client Communication with AI**
- ▶ **Managing Leads, Sales & Follow-ups**

Module 8 – Professional Skills Development

- ▶ **Problem-Solving & Decision-Making**
- ▶ **Negotiation & Conflict Resolution**
- ▶ **Business Ethics & Professionalism**
- ▶ **Career Development & LinkedIn Profile Optimization**



Final Project & Industry Internship

- ▶ **Real-world Office Administration Project using AI Tools**
- ▶ **Industry Internship (6 Months) with Partner Companies**



Our Hiring Partners



OUR STUDENTS

SUCCESS STORIES



Muhammad Ishrath
Intern Software Engineer
Hashgon PTY LTD



Sasanka Pabasara
Trainee Software Engineer
Monik International (PVT) LTD



Malki Shehara
Trainee Software Engineer
Nippon Paint Lanka (PVT) LTD



Wathmal Ranaweera
Intern Software Engineer
Dialog Axiata PLC



Pasindu Pabasara
Trainee Software Engineer
WEMIXT (PVT) LTD



Ravishan Senevirathna
Intern Software Engineer
Kapruka Holdings PLC



Dhanali Fernando
Trainee QA Engineer
WEMIXT (PVT) LTD



Laksen Nayanajith
Intern Software Engineer
IT Signature PVT LTD



Harsha Lakmal
Trainee Software Engineer
AIA Insurance



Jeewantha Sandipa
Trainee Software Engineer
WEMIXT (PVT) LTD



Mohamed Ijlal
Software Engineer
Sankaraa Tech



Sasanika Ruwanthi
Trainee Software Engineer
Experbetic (PVT) LTD



Dilmika Kavinga
Associate Software Engineer
Welltech Innovation (PVT) LTD



Ramesh Kaushika
Intern Software Engineer
Red Code Solution (PVT) LTD



Imesh Wijesinghe
Intern Software Engineer
Axcertro (PVT) LTD

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CONDITIONS

- ▶ The selected payment plan cannot be changed throughout the whole program.
- ▶ If you want to join the AI Office & Admin Assistant Training program, you can enter this program by making a payment of **Rs.10,000.00** as registration fee.
- ▶ As there are only **30 seats**, register soon and reserve your seat.
- ▶ Bank payment should be made to the following bank account and a **payment slip should be delivered to the coordinator** for your payments.
- ▶ Every training session is conducted **physical** and **your attendance is compulsory**.

COURSE FEE & PAYMENT OPTIONS

▶ One-Time Payment – Best Value

- Discount: 10% OFF
- Pay: LKR 54,000.00 (If you choose full payment there is no seat reservation needed)



▶ Three Instalments – No Discount

- Seat Reservation: LKR 10,000.00
- Balance Payment: LKR 50,000.00
 - Then Pay: LKR 20,000.00 for the 01st month
 - LKR 20,000.00 for the 02nd month
 - LKR 10,000.00 for the 03rd month
- Total Payable : LKR 60,000.00



BANK DETAILS



Bank : **Commercial Bank**

Account Name : **ACPT-ACADEMY OF COMPUTER PRO' & TRAINING**

Account Number : **1000824610**

Branch : **Wadduwa**

Contact Information

For any questions about the training program, please reach out to:



Phone

076 701 2233



Website

www.acpt.lk



Email

career@acpt.lk



ACPT

