

## Workshop Concept note

**Title:** "AI Unlocked: Powering Your Career and Life with Intelligent Tools".. Empowering Women in Energy to Lead the Future with AI

**Session Lead:** Eng. Ahmed Salama- Executive Director at Microsoft

**Date:** 28 May 2025

**Time:** 9:30

**Duration:** 4 Hours

**Venue:** Petrojet Premisis in New Cairo

### **Overview:**

As artificial intelligence (AI) rapidly transforms industries, professionals in the energy sector are uniquely positioned to harness its power. This interactive, women-led session is designed to demystify AI, showcase practical tools, and empower participants—especially women in energy—to lead with confidence in an increasingly digital landscape. With a balance of education, inspiration, and hands-on application, participants will leave equipped to apply AI both at work and in life.

### **Objectives:**

- **Demystify AI** by explaining key concepts in plain language.
- **Showcase immediate use cases** for AI in energy sector roles.
- **Empower women professionals** to lead digital transformation.
- **Provide hands-on practice** with popular AI tools and prompting techniques.
- **Encourage responsible, ethical AI use** for lasting impact.

### **Target Audience:**

Women professionals in the energy sector (technical, operational, managerial, or policy roles), early to mid-career professionals curious about AI, and organizational leaders interested in digital upskilling.

### **Session Flow:**

1. **Welcome & Icebreaker**
  - Kickoff with an engaging question: *“What’s one thing you’ve heard about AI that excites or concerns you?”*
  - Outline the flow of the session and key takeaways.
2. **AI Demystified – What It Is and Why It Matters**
  - *AI 101:* Overview of machine learning, generative AI, and automation in simple terms.
  - *Myths vs. Reality:* Address fears and opportunities—AI won’t replace you, but someone using AI might.
  - *Contextual Relevance:* Why the energy sector is ripe for AI transformation.
3. **AI at Work – Use Cases You Can Start Today**

- Tools for boosting productivity: AI for research, reporting, insights, and presentation support.
- Career edge: Use AI to upskill, network smarter, and stay competitive.
- *Live Demo*: Turn raw technical content into a professional summary.
- *Sector Example*: AI summarizing regulatory updates or analyzing energy usage trends.
- 4. **Data Drives AI – What You Need to Know**
  - AI needs data: how it "learns" and what that means for you.
  - *Quality matters*: Garbage in, garbage out—crafting better inputs.
  - Practical examples: leveraging internal reports, public datasets, or even meeting notes.
- 5. **Hands-On AI – Prompt Like a Pro**
  - Prompt engineering basics: why it matters and how it works.
  - Examples of effective vs. ineffective prompts.
  - Interactive exercise: Participants test and refine their own prompts.
  - Overview of top tools: ChatGPT, Copilot, Claude, NotebookLM.
- 6. **AI for Life – Beyond the Desk**
  - Demo: AI planning a week, writing a LinkedIn post, or suggesting a career pivot.
  - Real-world hacks: travel planning, parenting tips, grocery lists.
  - How to integrate AI into daily routines—work, home, and personal development.
- 7. **Staying Ahead – Trends, Ethics & Action**
  - Fast-moving trends: What’s coming next in AI and energy.
  - Responsible AI: avoiding bias, respecting privacy, and demanding transparency.
  - Resources for learning: platforms, communities, and continued exploration.
  - Final reflection: “*What will you try with AI this week?*”

### Expected Outcomes:

- Increased AI literacy and confidence among women professionals.
- Immediate ability to apply AI tools to real-world problems.
- Inspiration to lead digital innovation within teams and organizations.
- Awareness of ethical and strategic considerations in AI use.