



Technology Webinar Workshop

Wednesday, April 30, 2025

Links will be provided to registrants prior to the event

This will be a very interactive meeting. Attendees will be asked to assist in brainstorming ideas and prompts and share personal experiences with AI. If you have no experience, no worries, this training will be fantastic for you! If you have experience, please join us and share! We learn and grow together and technology advances every day.

9:00 am

“Hiring” AI as Your New Assistant in the Business Office

What or Who is AI?
Policy and Ethics of AI Usage
Getting the Most Out of Your Tech Spending
How Can You Use AI
How to Communicate with Your New Assistant

10:00 - 10:15

Break

10:15 -12:00

Drafting Emails and Letters
Make AI Your Tutor
Is AI Better than Google?
Document Analysis
Creating Documents
Budgeting Ideas

12:00 to 1:30

Lunch Break

1:30 to 2:30

Creating PowerPoints
ADA Compliance Assessments and Readability Issues
Audit MD&A's and Depreciation Schedules
Building RFP's
Board Meetings and AI Usage

2:30 to 2:45

Break

2:45 to 4:30

Creating SOPS
HR and Payroll Usages
Have a Little Fun

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