Leveraging Artificial Intelligence

Step Up and Succeed

Artificial Intelligence (AI) is an innovative tool that can help you work smarter, not harder. Studies show that there are many benefits to adopting AI tools in the workplace. In addition to saving you time and money, benefits include

- streamlined task completion
- increased productivity
- improved job satisfaction
- decreased skills gaps

Here's a list of ways that AI can support the long-term success of your business. We've also included some free or low-cost AI tools to help you get started!

Continuous Learning and Upskilling

- ✓ **Customized Training**
- ✓ **Learning Management**
- ✓ **Skills Assessments**
- ✓ **Training Suggestions**
- ✓ **Certification and Compliance Tracking**
- ✓ **AI Course Creator**
- ✓ **Workflow Integration**
- ✓ **Document Storage**

AI Tools for Staff Training and Upskilling

AI Tutor Pro

- skills assessments
- personalized learning plans
- targeted feedback and learning strategies
- summarizes strengths and areas for improvement

Connecteam *

- skills hub and learning management system
- custom AI course creator
- pre-made industry-specific courses
- progress and compliance tracking
- smart tracking to identify training & skills gaps

Streamline Hiring and Recruitment

- ✓ **Faster Recruitment**
- ✓ **Candidate Matching**
- ✓ **Smart Hiring Predictions**
- ✓ **Labour Market Analysis**
- ✓ **Job Post Development**

AI Tools for Hiring and Recruitment

CloudApper

- applicant tracking
- candidate ranking
- interview scheduling

Manatal

- candidate matching
- resume screening
- skills assessments

Leveraging Artificial Intelligence

Step Up and Succeed

Reduce Administrative Burden

- ✓ **Automated Messaging**
- ✓ **Meeting Transcription**
- ✓ **Automated Invoicing**
- ✓ **Calendar Management**
- ✓ **Generate Paystubs**
- ✓ **Track Mileage**
- ✓ **Workflow Integration**

AI Tools for Administrative Tasks

Otter.ai

- record, transcribe and summarize meetings
- transcriptions and summaries in English, French or Spanish
- integration with Zoom and Microsoft Suite

Connecteam *

- all-in-one HR solution for deskless teams
- automated scheduling and task management
- voice-to-text for hands-free note taking
- electronic document management and storage
- integration with common business software

Optimize Financial Planning

- ✓ **Strategic Planning**
- ✓ **Cash Flow Forecasting**
- ✓ **Predictive Analytics**
- ✓ **Funding Discovery**
- ✓ **Data Validation**
- ✓ **Fraud and Error Detection**
- ✓ **Labour Market Analysis**

AI Tools for Financial Planning

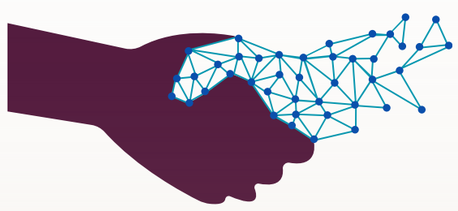
QuickBooks

- create and manage budgets
- cash flow reporting and forecasting
- income and expense tracking
- maximize tax deductions

GrantCompass

- database of over 100 government and private business grants
- filtered search for personalized results

assessments
tracking
candidates
funding
upskilling
grants



learning
workflow
management
training
recruitment
toolkit

Leveraging Artificial Intelligence

Step Up and Succeed

Smarter Materials Sourcing

- ✓ **Supplier Discovery**
- ✓ **Inventory Management**
- ✓ **Market Analysis**
- ✓ **Trends Forecasting**
- ✓ **Cost Savings**

AI Tools for Supplier and Materials Sourcing

SourcingEdge
- materials sourcing
- verified local suppliers
- compliance and risk tracking

Supplier Source
- supplier discovery
- market trend analysis
- smart recommendations

Before introducing AI into your workplace, remember to

- **research different tools** to find ones that work best for your business
- **develop policies** around appropriate use of AI in the workplace
- **invest in training** to make sure you and your employees use AI properly

Here are some free resources to help you introduce AI in your workplace!

Free Online Training

AI Primer Course

Artificial Intelligence for All

Introduction to Generative AI (Copilot)

Destination AI: Introduction to Artificial Intelligence

Information Guides and Resources

AI Toolkit

Guide on the use of Generative AI

AI Bytes Newsletter

Want to get the most out of Generative AI tools?

Click this link or scan the QR Code with your mobile device's camera to learn **Tips for Writing Effective AI Prompts!**

Canada EMPLOYMENT ONTARIO Ontario