

15th & 16th May 2024 Gulf Hotel Bahrain #GFOM16

THE FUTURE OF OFFICE MANAGEMENT: HARNESSING THE POTENTIAL OF AI



جمعية السكرتارية البحرينية
Bahrain Secretary Association





SHAHLA ESBAI

President of Bahrain
Secretary Association

INTRODUCTION

Harnessing the Power of AI in Office Management: Embracing the Future.

Join us to discover the transformative impact of AI on office management practices and explore how AI-driven solutions can streamline processes, enhance efficiency, and drive innovation in the workplace.

Uncover the potential of AI to shape the future of work by optimizing operations and unlocking new possibilities for productivity and growth.

GULF EXCELLENCE AWARD IN THE FIELD OF OFFICE MANAGEMENT 2024



جائزة التميز الخليجية
في مجال الإدارة المكتبية
Gulf Excellence Award in the
Field of Office Management

SCAN ME



The last date to nominate for
the award is 8th May 2024



DAY 1

Wednesday 15th May 2024

09:00 – 09:30

Opening Ceremony

09:45 – 11:00

Session 1

(AI-Driven Workflow Automation: Streamlining Office Operations)



AI-Enhanced Office Efficiency

Adopt AI for streamlined document handling, task automation, and data extraction, minimizing manual input and errors. Utilize predictive analytics for smarter resource management and AI-driven personalization to optimize workflows. Implement intelligent scheduling and automated approval routing to expedite processes and improve productivity.



DAY 1

Wednesday 15th May 2024

11:15 – 12:30

Session 2

(AI to Optimize Workforce Planning and Enhance Operational Efficiency)



AI-Enhanced Workforce Management for Operational Efficiency

Utilize AI algorithms to predict staffing needs, aligning workforce planning with business trends. Apply AI tools for skills assessment and gap analysis to direct training efforts. Employ AI sentiment analysis to boost employee engagement and retention. Integrate AI for agile workforce planning, allowing for scenario simulations to assess the impact of flexible work strategies on efficiency and performance.



DAY 1

Wednesday 15th May 2024

13:00 – 14:15

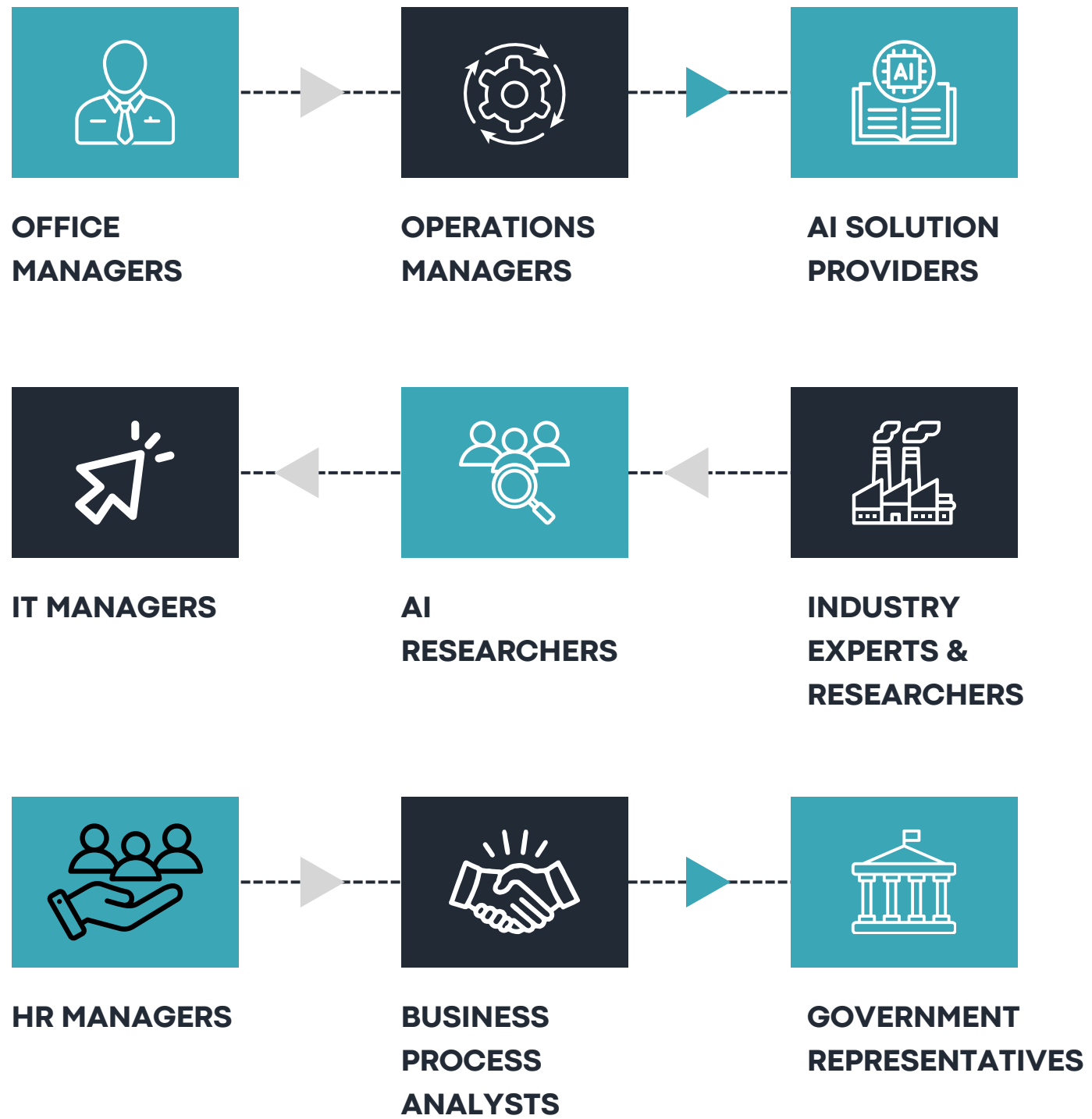
Session 3

(Opportunities for Organizations to Optimize their Operations and Drive Productivity Through AI)



AI-Powered Operational Optimization and Productivity Enhancement

Leverage AI for predictive analytics in supply chain management to improve inventory efficiency and reduce stockouts. Utilize AI chatbots and sentiment analysis for faster, more satisfying customer service. Employ AI to craft personalized marketing campaigns that boost engagement and conversions. Implement AI tools for streamlined financial analysis and automated reporting, enhancing decision-making and cost management. Use AI-driven quality control to automate defect detection and maintain product quality in manufacturing.



TARGET PARTICIPANTS

SPEAKERS



Alison Holt

E-Judiciary Advisor to the Chief Justice - Papua New Guinea



Dr. Thiago Felipe Avanci

Presbyterian University
Mackenzie Brazil



Dalal Bouhamida

Artificial Intelligence
researcher



Shaima Almeer

Senior Space Data Analyst
National Space Science Agency
(NSSA)



JEAN-MARC

Blockchain/Crypto/AI
Mediator



Eng. Kai Miethig

Architect and
Wastrepneur



SCAN ME
REGISTRATION
PAGE

PARTICIPATION FEES

- ▲ Attendance **195 BD**
- ▼ Remotely **90 BD**

They are charged 10% tax

WITH US
LET'S CONNECT



@ActSmartPR



(+973) 17123500



info@actsmartpr.com



www.reallygreatsite.com