

More time with learners. Less time rewriting replies.

Put your approved course catalogue, intake dates and templates to work. Your team gets course enquiry replies, corporate proposal drafts and learner messages ready to review.

For training-centre owners, admissions teams and operations managers at vocational, language, professional and corporate training institutes in Dubai and the UAE.

One course enquiry. A useful first draft.

Illustrative example · staff supplies the message and catalogue

Admissions coordinator

A learner needs an evening Excel course. Our approved catalogue says 12 hours, Tuesday and Thursday, next intake 3 November. The fee and live seat count are missing.

Draft for review

Our evening Excel course runs for 12 hours on Tuesdays and Thursdays. The listed intake is 3 November; our coordinator will confirm availability and the current fee. What level of Excel do you use today?

Review note

Check the current catalogue version, intake date and prerequisites before sending. Do not promise a place or invent a fee.

The same questions. A different answer every time.

Course delivery needs your people. Rebuilding routine communication should not consume every spare hour.

Enquiries across channels

Email, WhatsApp and website enquiries repeat questions about dates, prerequisites and formats.

Catalogue versions drift

Old brochures and copied replies can carry an obsolete timetable or accreditation claim.

Corporate proposals start from scratch

A client brief has to become an outline, delivery plan, exclusions and a reviewed commercial offer.

Learners use different languages

An English reply may leave a learner uncertain about what to bring or when to arrive.

Batch changes need clear messages

A room or timing change means updating each affected learner without losing the detail.

Reporting waits until Friday

Enquiry logs, follow-up notes and feedback sit in separate files until someone consolidates them.

Eight useful jobs for AI in your institute.

Use your own approved material. Keep the team responsible for course advice, enrolment and every external commitment.

ENQUIRIES · SKILL / START

1. Course enquiry reply drafts

Use a current course catalogue to prepare a relevant reply and one necessary clarification.

TODAY

A counsellor searches brochures and rewrites the same answer.

WITH AI

A draft names the matching course, cited source version and missing facts for staff to check.

LANGUAGES · SKILL / START

2. Multilingual learner messages

Prepare Arabic, Hindi, Urdu or another required language alongside the approved English source.

TODAY

A coordinator paraphrases timings and requirements under pressure.

WITH AI

A bilingual reviewer checks a translation and back-translation before sending.

PROPOSALS · START / GROW

3. Corporate training proposals

Turn a client brief, authorised outline and rate card into a structured draft.

TODAY

A new document is built for every HR or L&D enquiry.

WITH AI

Objectives, session plan, assumptions and unconfirmed pricing are organised for approval.

FOLLOW-UP · START / GROW

4. Enquiry follow-up queue

Use a supplied enquiry log to draft the next agreed contact.

TODAY

Unanswered enquiries depend on whoever remembers them.

WITH AI

A draft queue shows owner, last contact and next step; staff checks permission and sends.

BATCHES · SKILL / START

5. Timetable and joining messages

Draft joining instructions from an approved batch schedule.

TODAY

Room, materials and start time are copied into many messages.

WITH AI

A consistent message lists the approved date, location, materials and contact; the coordinator confirms it.

APPLICATIONS · START / GROW

6. Missing-document checklists

Compare a supplied file inventory with the institute's approved checklist.

TODAY

Staff rereads each file and sends a generic reminder.

WITH AI

A draft names missing items and uncertain matches; an admissions officer verifies the checklist.

FEEDBACK · GROW

7. Learner feedback summaries

Group anonymised feedback by theme and keep traceable references.

TODAY

Someone reads every comment and writes a report manually.

WITH AI

A draft separates positive themes, recurring concerns and proposed actions for the manager.

MANAGEMENT · GROW / RUN

8. Weekly intake brief

Summarise approved enquiry and batch exports for the director.

TODAY

Counsellors combine spreadsheets and narrative updates.

WITH AI

A draft shows supplied counts, source dates, incomplete records and actions without inventing enrolments.

What your team would actually see.

These are synthetic demonstrations of draft outputs, not client results or live connected systems.

Course reply with missing facts
Catalogue v3 · synthetic learner enquiry

Learner

Is the evening Excel class suitable for a beginner, and can I join next week?

Draft

The course listing covers formulas, tables and basic charts. Our coordinator needs to confirm the entry level and next intake before recommending it. What Excel tasks can you already do?

Staff check

No live calendar or admissions access. Confirm prerequisites and availability from the current record.

Corporate proposal review
Synthetic brief: spreadsheet training for a client team

Proposal item	Draft status	Human check
Learning objectives	Reporting and spreadsheet accuracy	Trainer checks fit against approved outline
Delivery dates	Not confirmed	Coordinator checks trainer and room availability
Commercial offer	Use authorised rate card	Sales approves total, tax treatment and exclusions

No invented certification or job-placement claims

Draft only · no booking or offer sent

A bilingual joining message
Synthetic source · Arabic draft with English check

Approved source

Your class starts Tuesday at 7 pm. Bring a laptop. The room is not yet confirmed.

Arabic draft

تبدأ حصتك يوم الثلاثاء الساعة 7 مساءً، يرجى إحضار حاسوب محمول. لم يتم تأكيد القاعة بعد.

English check

Your class starts Tuesday at 7 pm. Please bring a laptop. The room has not yet been confirmed. A bilingual staff member checks the final message and confirms the date.

Every output is a draft and may omit or invent details. Missing fees, seats, approvals or dates must be checked against the institute's current records. No learner has been contacted.

Prove the job before connecting more systems.

01

Choose one recurring job

Pick course replies or proposals. Name an owner and record current handling time, corrections and unresolved questions.

02

Approve the source pack

Use the current catalogue, schedule and templates. Agree the product, access, retention and confidential-data handling before using learner records.

03

Test with synthetic cases

Include an expired intake, missing fee, unavailable course and conflicting language. Check whether the draft flags unknowns instead of making promises.

04

Train, review and refine

Staff reviews each draft. Keep source version, reviewer and changes; update the workflow when a course or timetable changes.

05 · WHAT STAYS THE SAME

Your people keep the decisions.

No invented course claims

Staff verifies fees, prerequisites, qualification wording and availability. AI must not promise accreditation, employment, admission or visa outcomes.

Learner information stays controlled

Start with synthetic or anonymised examples. Real learner material requires your approved product, configuration, access, retention and applicable duties.

No silent sending or booking

A supplied message is not a WhatsApp integration. External messages, enrolments, discounts and calendar changes need an authorised person and tested workflow.

Keep the approved source current

Record catalogue and template versions, name the updater and review after changes. For permit and advertising questions, check current KHDA guidance; AI is not regulatory approval.

Start with one job. Grow when it proves itself.

One custom Skill

AED 97

One reusable task: catalogue-based course replies, joining-message drafts or a corporate proposal outline. Built from your approved brief.

30-day any-reason money-back guarantee after delivery.

START

AED 3,500

Pilot a few useful admissions or operations workflows.

- Agree catalogue and template sources
- Define reviewer and unknown-fact handling
- Test on representative enquiries; see full START scope

GROW

AED 7,500

Coordinate repeat workflows across admissions and operations.

- Everything in START
- Extend to proposals, follow-up and feedback
- Agree supported connections and team access
- See full GROW scope

RUN

AED 15,000

Build a broader operating context across the institute.

- Everything in GROW
- Coordinate cross-function work and exception review
- Train workflow owners and review adoption
- See full RUN scope

START, GROW and RUN are implementation fees. OpenAI subscription charges and optional monthly support are separate. Scope counts are ceilings, not targets.

Show us one enquiry your team keeps rewriting.

We build one custom Skill for your approved institute workflow for AED 97, deliver it within a few hours of payment and receipt of the required brief, and refund you for any reason within 30 days after delivery.

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