PERSONAL PRODUCTIVITY IN AN AI-ENABLED WORKPLACE



WHEN

Nov 19 – 20, 2026
May 6 – 7, 2027
Oct 7 – 8, 2027

PRICE

$5,300

WHERE

Cambridge, MA

EXECUTIVE CERTIFICATE TRACK

Management and Leadership

Accomplish more in less time by combining proven productivity principles with today's most practical AI tools. At its core, this is a productivity course—not a technical AI program. It is designed for executives and professionals who want to work smarter, lead more effectively, and use AI as a powerful everyday assistant. No coding or technical background is required.

Faculty guide you through hands-on exercises in efficient reading and writing, complemented by live demonstrations of how AI can summarize, analyze, and transform information. A dedicated session on generative AI explores ways to automate routine tasks, support research, streamline decision-making, and free up time for higher-value work.

Polls and self-assessments throughout the course will help you clarify your goals and identify where AI can amplify your existing strengths. In breakout sessions, you will practice new skills, apply concepts in real time, and receive guidance from faculty.

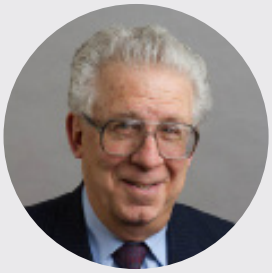
If you want to become a dramatically more productive professional and make AI a more natural part of how you read, write, present, and lead, this course was built for you.

Please visit our website for the most current information.

executive.mit.edu/max

MIT MANAGEMENT EXECUTIVE EDUCATION

FACULTY*



Robert Pozen



Ben Shields

*Please note, faculty may be subject to change.

TAKEAWAYS

Designed for busy, experienced managers, this program will increase your personal productivity by helping you to:

- Prioritize your goals and align your time allocation better with your highest priorities
- Complete your high-priority projects efficiently by focusing early on the final product
- Learn when and how to rely on AI, how to avoid common pitfalls, and how to integrate this technology responsibly into your daily routine.
- Develop techniques for moving quickly through low priority tasks like emails
- Hold shorter and more productive meetings with clear agendas and outcomes
- Manage your own team by learning how to delegate and set metrics for success
- Manage your boss by communicating regularly and adopting complementary styles
- Read with more speed and comprehension by focusing on what is most important
- Write more effectively by using outlines, the active voice, and strong connectors

WHO SHOULD ATTEND

Mid- to senior-level managers with managerial responsibility and extensive work experience would benefit from this program. However, even individual contributors within their organization will find this course useful for advancing and expanding their leadership roles. The program is designed for both U.S. and foreign executives and applicable to experienced managers from startups, established global companies, not-for-profits, and governmental organizations alike.



I received insights from Professor Pozen and the other accomplished attendees that returned my investment on this course on the very first morning. My biggest take-away is that I don't have to do A work on projects that only require B+ work. Liberating me from my perfectionism allows me to be more productive and focus my attention where it is truly warranted.

OVERALL RATING | ★ ★ ★ ★ ★

– Roberta G

CONTACT INFORMATION

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