

ONLINE

COURSES



# AI Webinar Series

## Implementing AI into your day-to-day

Online webinars

[www.cmaa.asn.au](http://www.cmaa.asn.au)

## ACCM Points

CMAA Members & Affiliates

will earn:

**5 ACCM POINTS**  
per online webinar



CMDA has partnered with EMBRAICE to deliver a series of 1-hour AI webinars that offer a practical, easy-to-follow introduction to the full Digital Transformation Series - AI Capability for Clubs program. The program has been developed exclusively for CMDA and will help club staff and managers to use AI responsibly, confidently, and effectively in their day-to-day work. The aim is to help clubs choose the right learning, build digital capability across their teams, and support responsible, high-impact AI adoption.

The webinar series is flexible rather than linear. Participants can choose the learning that best suit their needs – for example, a club manager may opt only for 1:1 coaching, and others can go straight to Copilot M365 without completing Copilot Chat first.

## Copilot Chat for Clubs

Save time on everyday tasks and focus on what matters most. Microsoft Copilot Chat is now available to club staff through their existing Microsoft accounts – with new features recently released that make it even more useful for day-to-day work.

This hands-on session shows how Copilot Chat can help staff get routine work done faster, freeing up time to focus on members, teams, and operational priorities.

Participants will learn how to:

- + Draft and improve emails, letters, and internal communications in minutes
- + Quickly summarise documents, reports, and meeting notes
- + Generate ideas for member communications, events, and promotions
- + Use Copilot Chat responsibly to reduce admin and repetitive work

### Management Level

Club Managers & Supervisors

### Department

Operations

Members & Non-Members

**\$35 + GST**

per person

## Copilot for Microsoft 365

Work smarter across Outlook, Word, Excel, PowerPoint, and Teams.

Copilot for Microsoft 365 works directly inside your Microsoft apps, helping clubs complete everyday tasks more efficiently using their own documents and information. This introductory session shows how Copilot M365 can significantly reduce time spent on drafting, reporting, and meeting follow-up – allowing staff to focus on higher-value work.

Participants will learn how to:

- + Draft and improve emails, letters, and internal communications in minutes
- + Quickly summarise documents, reports, and meeting notes
- + Generate ideas for member communications, events, and promotions
- + Use Copilot Chat responsibly to reduce admin and repetitive work

Prerequisite: Microsoft Copilot for Microsoft 365 (paid add-on)

### Prerequisite

Copilot for Microsoft 365

### Management Level

Club Managers & Supervisors

### Department

Operations

Members & Non-Members

**\$35 + GST**

per person



# Vibe Coding with Copilot

Build simple digital capability without needing to code.

Vibe Coding with Copilot introduces how AI can assist with simple technical and digital tasks, helping clubs make small updates and improvements without relying on external developers for every change.

This introductory session shows how Copilot can reduce time spent on minor website updates, forms, and digital tasks – freeing up staff to focus on higher-value work while staying in control.

Participants will learn how to:

- + Use Copilot to assist with simple website content and layout changes
- + Draft and understand basic code or technical instructions with AI support
- + Create and adjust online forms and simple automations
- + Recognise where AI-assisted changes are appropriate and where expert support is still needed
- + Use Copilot responsibly to support digital tasks without increasing risk

Prerequisite: Microsoft Copilot for Microsoft 365 (paid add-on)

## Prerequisite

Copilot for Microsoft 365

## Management Level

Club Managers & Supervisors

## Department

Operations

Members & Non-Members

**\$35 + GST**

per person

# Responsible AI Roadmap

Why Every Club Needs an AI Policy – and How to Get Started

In this session, Managers will:

- + Understand why clubs now need a clear approach to AI, explained in plain language
- + Learn about the risks of unmanaged AI use in a club environment (data, privacy, HR, reputation)
- + See what a fit-for-purpose AI policy for clubs looks like
- + Be introduced to a simple, practical roadmap for implementing AI governance in their own venue

The webinar is practical, non-technical, and focused on helping managers feel clearer and more confident adopting AI in their clubs.

## Management Level

Club Managers & Supervisors

## Department

Operations

Members & Non-Members

**\$35 + GST**

per person

# The AI-Driven Leader

Spend less time in the weeds, more time leading.

Offering a 1-hour executive 1:1 coaching for CEOs, General Managers, Senior Executives

This session supports leaders to understand how AI can reduce time spent on low-value tasks and support better, faster decision-making – without losing human judgement.

The focus is on practical leadership use of AI, not technical detail.

Leaders will:

- + Learn how AI can support better decisions and prioritisation
- + Identify where AI can remove friction and free up leadership time
- + Build confidence leading responsible AI use across their club
- + Gain practical ideas to apply immediately

Designed for executive club management who want to focus more time on strategy, people, and long-term value.

## Management Level

Club Executives

## Department

Management

MEMBERS ONLY

**\$250 + GST**

per person

