



ONLINE TRAINING

AI & Autonomous Agents Program

Boost your career and learn from the best professionals in the eCommerce industry.



Detailed Curriculum

AI & Autonomous Agents Program

Índice

[1. Program Identification](#)

[2. Program Description](#)

[3. General Objectives](#)

[4. Detailed Curriculum](#)

[Session 1 | Augmented Productivity with Google](#)

[Session 2 | Creating Simple Workflows](#)

[Session 3 | Architecture and Logic of Autonomous Agents](#)

[Session 4 | Lab 1: Visual & Creative Optimization](#)

[Session 5 | Lab 2: Admin & Ops Automation \(The Document Handler\)](#)

[Session 6 | Lab 3: Google Workspace Ecosystem \(Native Productivity\)](#)

[Session 7 | Lab 4: Data Strategy & Intelligent Dashboards](#)

[Session 8 | AI Workshop](#)

1.Program Identification

Course Name: Acceleration Program: AI & Autonomous Agents

Format: Virtual Classroom (Live Sessions)

Total Duration: 16 hours

2. Program Description

This program has been designed as a hands-on initiative to transform Tropicfeel's daily operations through the integration of Artificial Intelligence. The primary focus is to move from theory to real execution, directly impacting team productivity, creativity, and operational efficiency.

Throughout the program, participants will learn to use AI as a work ecosystem, selecting the right tools for each need and developing customized assistants aligned with the company's language and processes.

The content combines strategy, creativity, automation, and the development of proprietary tools, with the goal of eliminating low-value tasks ("Hell Tasks") and enabling the team to focus on strategic decision-making and idea generation.

The expected outcome is a more agile organization with increased productive capacity and a team empowered to build solutions without external technical dependency.

3. General Objectives

Transform Tropicfeel's daily operations through the integration of Artificial Intelligence and Autonomous Agents, moving from theory to practical execution. The main focus is to optimize productivity across all key departments (Marketing, People, Operations, and Strategy) and strengthen operational support, allowing the team to eliminate low-value tasks ("Hell Tasks") and focus on strategic direction, brand creativity, and data-driven decision-making.

By the end of the program, participants will be able to:

- Integrate AI into their daily operations (Google Workspace/Gemini) as a strategic tool rather than a one-off solution.
- Significantly reduce the time spent on repetitive document management and manual data-entry tasks.
- Design the logical architecture of Autonomous Agents capable of reasoning and performing complex tasks under human supervision.

- Scale the creation of creative assets and marketing briefings while maintaining Tropicfeel's identity and tone of voice.
- Automate internal processes and workflows between tools (Sheets, Slack, Gmail) without operational friction.
- Optimize talent management, logistics, and finance through the development of department-specific assistants.
- Analyze strategic data and market trends to generate actionable insights in significantly less time.
- Build a corporate knowledge repository that acts as a strategic consultant for the leadership team.

4. Detailed Curriculum

Session 1 | Augmented Productivity with Google

Format: Virtual Classroom | **Location:** Zoom

This session focuses on demonstrating how AI acts as a productivity catalyst within familiar tools (Docs, Sheets, Gmail, and Slides), enabling the Tropicfeel team to delegate mechanical tasks and focus on strategic value. The objective is for each participant to understand which native Gemini features are most useful for their day-to-day work so AI can begin speaking Tropicfeel's language.

Focus: Workflow Optimization & Google Workspace

Learning Objectives:

- **Interface Mastery:** Learn Gemini's native functionalities within the Google ecosystem for immediate and frictionless adoption.
- **Workflow Optimization:** Implement writing, information synthesis, and data analysis techniques directly within the collaborative workspace.
- **Rapid Impact Generation:** Identify and apply immediate use cases that reduce time spent on document management and communication.

Session 2 | Creating Simple Workflows

Format: Virtual Classroom | **Location:** Zoom

Introduction to a process-oriented mindset for automating repetitive low-value tasks. The main focus is connecting the team's everyday tools to eliminate manual data entry between applications, enabling smoother and less error-prone operations.

Focus: Automation Mindset & Low-Value Task Elimination

Learning Objectives:

- **Friction Detection:** Identify individual and daily operational bottlenecks within the team's real workflows.
- **Interconnectivity:** Create basic automations between Google Sheets, Gmail, and Slack to synchronize information.
- **Standardization:** Use AI to standardize note-taking and task follow-up processes.

Session 3 | Architecture and Logic of Autonomous Agents

Format: Virtual Classroom | **Location:** Zoom

A theoretical and practical session designed to understand how an AI agent "thinks" and how to structure complex instructions. Participants will work on designing the logic required for agents to operate independently, moving beyond generic responses toward deep, personalized assistance.

Focus: Agent Reasoning & Advanced Prompting

Learning Objectives:

- **Instruction Engineering:** Master the design of advanced prompts and logical reasoning structures.
- **Model Specialization:** Understand the critical difference between a generic chat and an agent with Tropicfeel's proprietary knowledge base.
- **Architectural Design:** Define the structure of the agents to be built in the department-specific Labs.

Session 4 | Lab 1: Visual & Creative Optimization

Format: Virtual Classroom | **Location:** Zoom

This session focuses on unlocking the full potential of AI for marketing, branding, and content workflows. Participants will learn to scale visual assets, optimize creative copy, and automate asset variations while ensuring strict alignment with Tropicfeel's unique brand identity and tone of voice.

Focus: Scalable Content, Creative Agility & Brand Consistency

Learning Objectives:

- **Creative Scalability:** Leverage AI to generate diverse multi-channel ad variations and creative copies efficiently.
- **Brand Alignment:** Train and guide AI models to reliably match Tropicfeel's distinct voice, style, and brand aesthetic.
- **Briefing & Direction:** Streamline the creation of creative briefs and visual concepts, shortening feedback loops with design teams.

Session 5 | Lab 2: Admin & Ops Automation (The Document Handler)

Format: Virtual Classroom | **Location:** Zoom

An intensive practical laboratory dedicated to transforming heavy operational and administrative tasks into smooth, automated processes. The core objective is mastering "The Document Handler"—creating automated workflows capable of reading, categorizing, extracting data from, and routing complex operational files.

Focus: Administrative Efficiency, Document Processing & Frictionless Ops

Learning Objectives

- **Automated Data Extraction:** Build AI workflows to systematically process invoices, logistics documents, and team requests.
- **Error & Anomaly Detection:** Train workflows to cross-reference operational documents and flag discrepancies instantly.
- **Process Streamlining:** Eradicate manual file sorting and data re-entry, saving dozens of operational hours.

Session 6 | Lab 3: Google Workspace Ecosystem (Native Productivity)

Format: Virtual Classroom | **Location:** Zoom

This lab is designed to achieve maximum efficiency without leaving the corporate environment. It focuses on advanced deep-dives into native AI productivity tools integrated directly within Google Docs, Sheets, Gmail, and Slides, transforming how the team collaborates, drafts communications, and manages daily knowledge.

Focus: Native Integration, Advanced Prompting & Corporate Productivity

Learning Objectives:

- **Ecosystem Mastery:** Seamlessly connect Google apps using integrated AI features to complete tasks in a fraction of the time.
- **Advanced Writing & Synthesis:** Draft complex internal communications, proposals, and summaries effortlessly within the workspace.
- **Collaborative Efficiency:** Standardize internal knowledge structures and project trackers directly within shared drives using AI assistance.

Session 7 | Lab 4: Data Strategy & Intelligent Dashboards

Format: Virtual Classroom | **Location:** Zoom

A high-impact laboratory focused on converting raw corporate data into strategic intelligence. Participants will learn how to approach data with an analytical AI mindset, build intelligent dashboards, monitor performance metrics, and automatically generate executive insights for data-driven decision-making.

Focus: Data Analytics, Dashboard Automation & Strategic Insights

Learning Objectives:

- **Intelligent Dashboards:** Structure data sheets and tools that feed automated trackers and reporting models.
- **Data-Driven Insights:** Use AI reasoning to analyze market trends, financial reconciliations, and customer KPIs.
- **Executive Reporting:** Automate the synthesis of massive data pools into clean, actionable briefs for leadership teams.

Session 8 | AI Workshop

Format: Virtual Classroom | **Location:** Zoom

A 120-minute closing session divided into two one-hour blocks. This is a fully hands-on session in which the team, through guided practice, will implement the acquired knowledge to ensure complete autonomy after the training.

Focus: Applied Mastery & Autonomy

Learning Objectives:

- **Barrier Elimination:** Gain direct experience with the tools to overcome any remaining technical obstacles.
- **Real Implementation:** Build and test simple workflows applicable to each department's real tasks.
- **Case Resolution:** Resolve final technical questions through practical application of the program's most relevant use cases.



¿Hablamos?

Escríbenos a:

hola@elev8.school

Llámanos al:

+34 910 783 037