XCELERATE TRAINING INSTITUTE

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INFORMATION TECHNOLOGY

Generative AI Skills for Professionals Training Course

Practical Prompting, Productivity and Safe Use of AI Assistants at Work

DURATION	LANGUAGE	FORMAT	COURSE CODE
3 days	English or Arabic	Classroom / Online	TTC-101

Upcoming dates

Dates	Venue	Format	Fee
4 – 6 ????? 2027	Amman	Classroom	€2?600
8 – 10 ???? 2027	Amsterdam	Classroom	€3?200
17 – 19 ???? 2027	Barcelona	Classroom	€3?200
26 – 28 ????? 2027	Berlin	Classroom	€3?200
6 – 8 ?????? 2027	Boston	Classroom	€3?900
8 – 10 ?????? 2027	Cairo	Classroom	€2?400

Register or ask a question

Online: x8ti.com/course/generative-ai-skills-for-professionals-training-cour…

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Generative AI Skills for Professionals Training Course

Introduction

Generative AI assistants can draft documents, analyse data, summarise meetings and research topics in seconds. Yet many employees use them only for simple questions or avoid them for fear of mistakes.

This hands-on course teaches professionals in any function to use generative AI tools effectively and safely. Participants practise prompting techniques on real work tasks, build personal workflows and learn how to check outputs and protect confidential information.

Learning Objectives

By the end of this course, participants will be able to:

- Explain how generative AI tools work and where they are reliable
- Write clear, structured prompts for different work tasks
- Use AI to draft, summarise, analyse and research
- Create reusable prompt templates and simple automated workflows
- Check AI outputs for accuracy, bias and confidentiality issues
- Apply company policies and ethical principles to AI use

Training Methodology

This course combines short expert presentations with practical exercises, case studies from the Gulf and international organisations, group discussions and work with real templates and tools. Participants are encouraged to bring examples from their own work so that the learning can be applied immediately.

Almost the whole course is hands-on practice with AI assistants on participants' own everyday tasks.

Benefits for Your Organisation

- Immediate productivity gains across teams
- Consistent, safe use of AI tools
- Lower risk of data leaks and inaccurate outputs
- A workforce ready for further AI adoption
- Better-quality documents and analysis

Benefits for You

- Save hours every week on routine work
- A personal library of tested prompts
- Confidence using AI for writing and analysis
- Skills employers increasingly expect
- Clear understanding of AI risks and limits

Who Should Attend

This course is designed for:

- Professionals in any department
- Administrative and executive assistants
- Team leaders and supervisors
- Analysts, coordinators and specialists
- Anyone starting to use AI assistants at work

Course Outline

Day 1: Getting Started with Generative AI

- What large language models are and how they work
- Overview of popular AI assistants and their strengths
- Prompting fundamentals: role, task, context and format
- Writing and editing documents with AI
- Accuracy checks and avoiding common mistakes

Day 2: AI for Analysis and Productivity

- Summarising long documents, emails and meetings
- Analysing spreadsheets and data with AI
- Research and fact-checking techniques
- Creating presentations and visual content
- Building personal prompt templates

Day 3: Workflows, Safety and Policy

- Chaining tasks into simple AI workflows
- Introduction to AI agents and automation tools
- Confidentiality, intellectual property and data protection
- Ethical use and organisational AI policies
- Personal productivity plan with AI

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Registration Form

Generative AI Skills for Professionals Training Course

Preferred dates: ..... Venue or online: .....

Duration: 3 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

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