



Consulting and Training | Reach New Heights

**Course Name**

# **AI Workplace Fluency Awareness, Use Cases & Human-Led Control**

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**Sector Name**

Artificial Intelligence (AI)

**Sector Name**

Information Technology

**Document Type**

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ROOST

## AI Workplace Fluency Awareness, Use Cases & Human-Led Control

### Course Introduction

**Artificial Intelligence (AI)** is rapidly transforming how organizations operate, make decisions, and deliver value. Beyond technical development, AI affects workflows, productivity, risk management, customer interaction, and strategic planning.

Developed by **Boost**, this course introduces AI as a practical workplace and business capability, not as a programming or engineering topic. The program helps participants understand what AI is, how it works conceptually, where it adds value, and how organizations can leverage it responsibly—without technical complexity.

**Boost's AI course** builds clear AI awareness and prepares professionals to engage confidently with AI-enabled tools and initiatives.

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## AI Workplace Fluency Awareness, Use Cases & Human-Led Control

### Target Audience

- ✓ Entry to Mid-level professionals
- ✓ Managers and supervisors
- ✓ Business, operations, HR, legal, and support staff
- ✓ Professionals exposed to AI-powered tools
- ✓ Non-technical employees seeking AI awareness

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## AI Workplace Fluency Awareness, Use Cases & Human-Led Control

### Learning Objectives

- ✓ Understand what Artificial Intelligence is and how it works conceptually
- ✓ Recognize key AI types and applications in organizations
- ✓ Identify practical AI use cases in the workplace
- ✓ Understand AI limitations, risks, and ethical considerations
- ✓ Interact effectively with AI-powered tools and teams
- ✓ Prepare for advanced AI and automation learning

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## AI Workplace Fluency Awareness, Use Cases & Human-Led Control

### Course Outline

#### ✓ DAY 01

##### **Understanding Artificial Intelligence**

##### **Module 1: What AI Really Is (and Is Not)**

- ✓ Definition of AI in simple terms
- ✓ AI vs. automation vs. traditional software
- ✓ Common myths and misconceptions

##### **Module 2: How AI Works Conceptually**

- ✓ Data, algorithms, and learning (conceptual view)
- ✓ Machine learning vs. rule-based systems
- ✓ Why AI depends on data quality

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### Course Outline

#### ✓ Day 02

##### **Types and Capabilities of AI**

##### **Module 3: Key Types of AI**

- ✓ Narrow AI vs. general AI
- ✓ Predictive, generative, and decision-support AI
- ✓ Where AI fits in organizations

##### **Module 4: What AI Can and Cannot Do**

- ✓ Strengths and limitations of AI
- ✓ Human judgment vs. AI outputs
- ✓ Avoiding overreliance on AI

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### Course Outline

#### ✓ Day 03

##### AI in the Workplace

##### Module 5: AI Use Cases Across Functions

- ✓ AI in operations and productivity
- ✓ AI in analysis and reporting
- ✓ AI in communication and support roles

##### Module 6: Working with AI Systems

- ✓ Interpreting AI outputs
- ✓ Asking the right questions
- ✓ Human-in-the-loop concept

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### Course Outline

#### ✓ Day 04

##### **Risks, Ethics, and Responsible AI**

##### **Module 7: AI Risks and Challenges**

- ✓ Bias, errors, and data misuse
- ✓ Security and privacy concerns
- ✓ Operational and reputational risks

##### **Module 8: Ethical and Responsible AI Use**

- ✓ Ethical AI principles (non-technical)
- ✓ Transparency and accountability
- ✓ Responsible decision-making with AI

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### Course Outline

#### ✓ Day 05

##### **Preparing for an AI-Enabled Future**

##### **Module 9: AI Readiness for Individuals and Teams**

- ✓ Skills needed in AI-enabled workplaces
- ✓ Collaboration between humans and AI
- ✓ Adapting roles and responsibilities

##### **Module 10: AI as a Continuous Capability**

- ✓ AI evolution and learning mindset
- ✓ Preparing for advanced AI tools
- ✓ Building organizational AI awareness

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## AI Workplace Fluency Awareness, Use Cases & Human-Led Control

### Confirmed Sessions

| FROM           | TO             | DURATION | FEES       | LOCATION             |
|----------------|----------------|----------|------------|----------------------|
| Sept. 14, 2026 | Sept. 18, 2026 | 5 days   | 2150.00 \$ | Virtual , Online     |
| Nov. 23, 2026  | Nov. 27, 2026  | 5 days   | 4250.00 \$ | UAE , Dubai          |
| Feb. 1, 2027   | Feb. 5, 2027   | 5 days   | 4250.00 \$ | UAE , Dubai          |
| April 26, 2027 | April 30, 2027 | 5 days   | 5950.00 \$ | Switzerland , Zurich |

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