

Course Name

AI Fundamentals: From Core Concepts to Practical Workplace Applications

Sector Name

Digital Transformation and Innovation

Document Type

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AI Fundamentals: From Core Concepts to Practical Workplace Applications

Course Introduction

BOOST Consulting & Training has designed this comprehensive five-day foundation program to provide participants with a clear, structured, and practical understanding of Artificial Intelligence and its growing role in today's workplace. The course is specifically developed for non-technical professionals who want to understand AI fundamentals and confidently use AI-powered tools without requiring prior technical or programming knowledge.

The program introduces the essential concepts of Artificial Intelligence, machine learning, generative AI, large language models, and data-driven systems using accessible business language and real-world examples. Participants will explore how AI is transforming different organizational functions and learn how to identify relevant AI opportunities within their own roles and workplaces.

Through interactive demonstrations, guided exercises, workplace simulations, practical prompting activities, and relevant case studies, participants will learn how to use generative AI tools to enhance communication, research, reporting, content development, problem-solving, decision-making, and everyday productivity. The

program also emphasizes the importance of human judgment, fact-checking, data privacy, cybersecurity, ethics, bias awareness, and responsible AI use.

By the end of the program, participants will have developed the confidence and foundational skills required to work effectively with AI tools, evaluate their outputs critically, and apply them responsibly to real workplace challenges. Each participant will also create a practical AI-supported workplace solution and a personalized 30-day action plan to support the continued application of their learning after the program.

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Target Audience

This program is designed for professionals from all industries who want to build a strong foundational understanding of Artificial Intelligence and apply AI tools effectively in the workplace.

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Learning Objectives

- ✓ Explain the fundamental concepts and terminology of Artificial Intelligence.
- ✓ Distinguish between AI, machine learning, deep learning, and generative AI.
- ✓ Identify suitable AI applications across different business functions.
- ✓ Use generative AI tools effectively for everyday workplace tasks.
- ✓ Write clear and structured prompts that generate higher-quality outputs.
- ✓ Apply AI to research, communication, reporting, analysis, and problem-solving.
- ✓ Recognize AI limitations, risks, bias, privacy, and security considerations.
- ✓ Validate AI-generated information and avoid overreliance on automated outputs.
- ✓ Identify opportunities for responsible AI adoption within their organizations.
- ✓ Develop a practical personal AI adoption plan.

AI Fundamentals: From Core Concepts to Practical Workplace Applications

Course Outline

✓ DAY 1

Understanding Artificial Intelligence

- What Artificial Intelligence is—and what it is not
- Evolution and current landscape of AI
- AI, machine learning, deep learning, and generative AI
- How AI systems learn from data
- Common types of AI systems
- Natural language processing, computer vision, and predictive analytics
- Real-world AI applications across industries
- Opportunities and limitations of AI
- Activity: Identifying AI in everyday life and work
- Workshop: Mapping potential AI applications within participants' roles

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Course Outline

✓ DAY 2

Generative AI and Prompting Fundamentals

- ✓ Understanding generative AI and large language models
- ✓ How generative AI tools produce content
- ✓ Capabilities and limitations of AI assistants
- ✓ Anatomy of an effective prompt
- ✓ Using role, context, task, constraints, and output format
- ✓ Zero-shot, one-shot, and iterative prompting
- ✓ Prompting for different workplace requirements
- ✓ Improving and refining AI-generated responses
- ✓ Common prompting mistakes
- ✓ Practical lab: Building a personal prompt library

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Course Outline

✓ DAY 3

Practical AI Applications in the Workplace

- ✓ AI for professional emails and business communication
- ✓ Summarizing reports, documents, and meeting notes
- ✓ AI-assisted research and information organization
- ✓ Preparing presentations, proposals, and action plans
- ✓ Brainstorming and structured problem-solving
- ✓ Using AI to improve customer service
- ✓ AI for HR, finance, administration, operations, and project management
- ✓ Automating repetitive knowledge-based tasks
- ✓ Human review and quality-control techniques
- ✓ Practical challenge: Completing a real workplace task using AI

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Course Outline

✓ DAY 4

Data, Ethics, Privacy, and Responsible AI

- ✓ The role of data in AI systems
- ✓ Data quality and its impact on AI outputs
- ✓ Understanding hallucinations and inaccurate responses
- ✓ Detecting bias and misleading AI-generated content
- ✓ Verifying facts, sources, calculations, and recommendations
- ✓ Data privacy and confidentiality

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Course Outline

✓ DAY 5

Cybersecurity risks when using public AI tools

- ✓ Copyright and intellectual property considerations
- ✓ Principles of ethical and responsible AI
- ✓ Organizational AI governance fundamentals
- ✓ Case study: Evaluating a high-risk workplace AI scenario
- ✓ Activity: Developing responsible AI usage guidelines

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Sept. 6, 2027	Sept. 10, 2027	5 days	4250.00 \$	UAE , Dubai

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