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Course Name

Practical AI for Business Professionals

Sector Name

Artificial Intelligence (AI)

Document Type

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Practical AI for Business Professionals

Course Introduction

Artificial intelligence is becoming part of everyday business work, but effective adoption requires more than access to AI tools. Professionals need to understand what AI can realistically do, where it adds value, where human judgement remains essential, and how to evaluate AI-generated results before using them in business activities. Without this practical understanding, AI can easily become either an underused technology or a source of unreliable outputs and inefficient experimentation.

Boost Consulting & Training offers this course to build practical AI capability for non-technical business professionals. Participants explore how different forms of AI support workplace activities, identify suitable business use cases, interact effectively with AI tools, evaluate outputs, work with documents and information, and incorporate AI into everyday tasks while maintaining appropriate human judgement. The emphasis is on making informed decisions about when, where, and how AI should be used rather than focusing on technical model development.

The main concept of this course is to help business professionals make informed and practical use of AI by matching its capabilities to the right workplace tasks while retaining human judgement over the quality and use of its outputs.

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Target Audience

- ✓ Business professionals across corporate functions
- ✓ Managers and team leaders exploring practical AI adoption
- ✓ Analysts, coordinators, and specialists working with information-intensive tasks
- ✓ Professionals seeking practical AI capability without technical programming requirements

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Learning Objectives

- ✓ Explain essential AI concepts in practical business language.
- ✓ Distinguish between major AI capabilities and their workplace applications.
- ✓ Identify business tasks and situations where AI can create meaningful value.
- ✓ Select appropriate AI approaches for different types of work.
- ✓ Interact effectively with AI to obtain useful and relevant outputs.
- ✓ Evaluate AI-generated information for accuracy, relevance, and limitations.
- ✓ Combine AI capabilities with professional knowledge and human judgement.
- ✓ Develop practical opportunities for applying AI within their own work.

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Course Outline

✓ DAY 01

Understanding AI in the Business Environment

Making Sense of AI Capabilities

- ✓ Understand AI, machine learning, generative AI, and AI assistants in practical business terms.
- ✓ Recognize what different AI capabilities can and cannot realistically perform.
- ✓ Distinguish automation, prediction, generation, analysis, and AI-assisted reasoning.

Finding Where AI Adds Value

- ✓ Identify workplace activities where AI can improve speed, quality, consistency, or insight.
- ✓ Distinguish valuable applications from tasks where AI adds unnecessary complexity.
- ✓ Complete an AI Opportunity Hunt across realistic business functions.

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Course Outline

✓ DAY 02

Working Effectively with AI

Giving AI Better Direction

- ✓ Provide clear context, objectives, constraints, and expected outputs when interacting with AI.
- ✓ Refine requests when initial responses are incomplete, generic, or misaligned.
- ✓ Use follow-up interaction to progressively improve results.

Working with Business Information

- ✓ Use AI to summarize, organize, compare, classify, and transform workplace information.
- ✓ Extract useful points from documents and convert information into structured outputs.
- ✓ Complete a Business Information Challenge using different AI-assisted tasks.

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Course Outline

✓ DAY 03

Applying AI to Everyday Business Work

Supporting Communication and Content Tasks

- ✓ Use AI to develop and improve business communications, reports, presentations, and working documents.
- ✓ Adapt outputs for different audiences, purposes, and levels of detail.
- ✓ Maintain professional judgement over tone, accuracy, and final content.

Supporting Analysis and Problem Solving

- ✓ Use AI to structure problems, explore alternatives, and generate possible approaches.
- ✓ Challenge AI-generated assumptions and request alternative perspectives.
- ✓ Complete an AI-Assisted Problem-Solving Lab based on a realistic workplace situation.

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Course Outline

✓ DAY 04

Evaluating and Improving AI Outputs

Recognizing Weak or Unreliable Results

- ✓ Identify inaccurate, unsupported, incomplete, outdated, or misleading AI outputs.
- ✓ Recognize when AI confidence does not indicate factual reliability.
- ✓ Determine which outputs require verification before business use.

Applying Human Judgement

- ✓ Evaluate AI results against professional knowledge, evidence, context, and business requirements.
- ✓ Decide when to accept, modify, verify, or reject an AI-generated result.
- ✓ Complete an AI Output Evaluation Challenge involving plausible but flawed responses.

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Course Outline

✓ DAY 05

Turning AI into a Practical Work Capability

Building Effective Human-AI Work Practices

- ✓ Decide which activities should remain human-led, become AI-assisted, or be handled differently.
- ✓ Combine AI speed and scale with human expertise, context, creativity, and accountability.
- ✓ Avoid unnecessary dependence on AI for decisions requiring professional judgement.

Applying AI to Individual Work

- ✓ Identify high-value AI opportunities within participants' own roles and recurring activities.
- ✓ Define practical ways to introduce AI without disrupting effective existing work practices.
- ✓ Complete a Personal AI Application Lab that turns selected workplace tasks into practical human-AI ways of working.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 21, 2026	Dec. 25, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Jan. 4, 2027	Jan. 8, 2027	5 days	4250.00 \$	UAE , Dubai
April 25, 2027	April 29, 2027	5 days	4250.00 \$	KSA , Riyadh
Aug. 30, 2027	Sept. 3, 2027	5 days	5950.00 \$	Switzerland , Interlaken

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