



AI Fundamentals Tools and Teachings for the Workplace

Presented by ALX



Why is this program important?

In today's workplace, AI isn't just for tech specialists anymore – it's becoming ingrained in nearly every business. How many of your competitors are currently using AI to get ahead? An average day in the office involves someone writing reports, creating presentations, analyzing data, or managing projects. These tasks can be time-consuming, taking hours or even days to complete. AI can be leveraged to **expedite these tasks**, but it's essential to know where to focus your efforts to use it effectively.

The AI Fundamentals Program provides organizations with insights to:

- **Understand** how AI is transforming the modern workplace, as well as entire industries.
- **Identify** practical AI tools that can streamline tasks, improve efficiency, and enhance productivity.
- **Equip** employees with the skills to confidently integrate AI into their daily workflows.

Who should take this program?

This program is designed for professionals across all industries who want to leverage AI for efficiency and innovation. It is ideal for:

Business professionals seeking to optimize workflows using AI tools.

Managers and team leaders looking to integrate AI into workplace processes.

Anyone who wants to boost productivity through AI-powered solutions without needing a technical background.

This program is not focused on the technical complexities of AI but rather on practical applications that make AI tools accessible and useful for everyday work.

What will be covered in this 6-week program?

You'll learn about real, practical tools that you can use in your everyday job, as well as the necessary caveats that come with the use of them.



Transform AI tools into powerful workplace machines



Learn about ethical guidelines for AI usage



Spot opportunities for AI to enhance your productivity



Use AI to communicate more clearly



How much time will you need to spend on the material?

Time is precious, but so are new skills. We're asking you to commit 5-10 hours

a week to this program. There will be projects, assessments, videos, and presentations to work through, and weekly deadlines will ensure you get the practical skills you need quickly.

Format & Pricing

DELIVERY	Available virtually
DURATION	6 weeks , 5-10 hours per week
PRICING	\$600 per seat (volume-based discounts negotiable)



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DATA FUNDAMENTALS
AI ETHICS

