

Course No. 1174

AI Literacy for Professionals Training Course

AI FUNDAMENTALS
ARTIFICIAL INTELLIGENCE & APPLICATIONS

DURATION

5 Days

DELIVERY

Classroom



Course Overview

The AI Literacy for Professionals Training Course is a comprehensive professional development program designed to equip professionals, managers, executives, specialists, and decision-makers with the essential knowledge and practical understanding required to confidently work in an AI-enabled business environment. As Artificial Intelligence rapidly transforms industries, organizations increasingly require employees who understand AI concepts, opportunities, limitations, risks, and responsible use, regardless of their technical background. AI literacy has become a core professional competency that enables organizations to accelerate innovation, improve productivity, and support digital transformation initiatives.

Artificial Intelligence is reshaping the way government entities, ministries, public sector organizations, banks and financial institutions, oil and gas companies, healthcare providers, manufacturers, and multinational corporations operate. From intelligent automation and predictive analytics to Generative AI and intelligent decision support, AI technologies are influencing virtually every business function. However, successful AI adoption depends not only on technology but also on developing an AI-literate workforce capable of understanding AI capabilities, interpreting AI-generated insights, making informed decisions, and collaborating effectively with technical specialists. This course bridges the knowledge gap by providing practical AI literacy that empowers professionals across all organizational functions.

Throughout the program, participants will explore the foundations of Artificial Intelligence, Machine Learning, Generative AI, Large Language Models (LLMs), Natural Language Processing (NLP), Computer Vision, intelligent automation, data fundamentals, AI-powered productivity tools, and enterprise AI applications. The course also emphasizes responsible AI, ethical considerations, AI governance, cybersecurity, data privacy, regulatory compliance, bias awareness, and risk management to ensure participants understand both the opportunities and responsibilities associated with AI adoption. Practical case studies, demonstrations, and interactive discussions allow participants to relate AI concepts directly to their workplace responsibilities.

The AI Literacy for Professionals Training Course also demonstrates how AI literacy supports organizational resilience, innovation, strategic decision-making, operational excellence, workforce development, customer experience improvement, and sustainable business growth. By completing this course, participants will gain the confidence to evaluate AI technologies, communicate effectively about AI initiatives, contribute to digital transformation projects, and responsibly utilize AI-powered tools within government entities, ministries, public sector organizations, financial

institutions, oil and gas organizations, multinational corporations, and large enterprises.

Objectives

- Analyze the fundamental concepts and principles of Artificial Intelligence and its organizational impact.
- Develop practical AI literacy required for modern professional environments.
- Evaluate AI technologies and identify their business applications across various organizational functions.
- Apply AI concepts to improve decision-making, productivity, and operational efficiency.
- Design practical approaches for integrating AI-enabled tools into daily professional activities.
- Improve awareness of AI governance, ethics, cybersecurity, privacy, and responsible AI practices.
- Strengthen the ability to recognize AI opportunities, limitations, and implementation challenges.
- Implement AI-informed decision-making practices while understanding associated risks.
- Assess organizational readiness and workforce capabilities for AI adoption.
- Align AI literacy with digital transformation strategies, innovation initiatives, and continuous professional development.

Who Should Attend

This course is designed for executives, senior managers, department managers, supervisors, business professionals, project managers, operations managers, finance professionals, human resources managers, marketing professionals, procurement specialists, customer service managers, business analysts, consultants, engineers, digital transformation professionals, and employees seeking to develop AI literacy as an essential workplace competency.

The program is equally valuable for professionals working in governance, compliance, risk management, internal audit, quality management, information technology, strategic planning, administration, education, healthcare, engineering, manufacturing, and customer experience who need to understand how Artificial Intelligence is transforming modern organizations without requiring technical or programming expertise.

Professionals working within government entities, ministries, public sector organizations, banks and financial institutions, oil and gas companies, healthcare organizations, utility providers,

telecommunications companies, logistics organizations, educational institutions, consulting firms, and multinational corporations will benefit significantly from the practical knowledge, internationally recognized concepts, and responsible AI practices presented throughout the course.

Learning Outcomes

- By the end of this course, participants will be able to:
- Explain the core concepts and terminology of Artificial Intelligence.
- Differentiate between Machine Learning, Generative AI, Large Language Models, and other AI technologies.
- Identify AI applications that improve business performance and operational efficiency.
- Apply AI-powered tools to support productivity and professional decision-making.
- Recognize the benefits, limitations, and risks associated with AI technologies.
- Understand AI governance, ethical principles, privacy requirements, and cybersecurity considerations.
- Evaluate AI-generated information using critical thinking and professional judgment.
- Collaborate effectively with technical teams involved in AI implementation projects.
- Support organizational AI initiatives through informed participation and responsible AI practices.
- Demonstrate AI literacy that contributes to digital transformation, innovation, and long-term organizational success.

Course Outline

DAY 01

Foundations of Artificial Intelligence Literacy

- Introduction to Artificial Intelligence
- Evolution of AI and emerging business trends
- Key AI concepts and terminology
- Understanding how AI works in business environments

PRACTICAL

Practical discussion on AI opportunities across organizational functions

DAY 02

AI Technologies and Workplace Applications

- Machine Learning fundamentals
- Generative AI and Large Language Models (LLMs)
- Natural Language Processing (NLP) and Computer Vision
- AI-powered productivity tools and intelligent automation

PRACTICAL

Practical workshop on identifying AI applications within participants' work environments

DAY 03

Responsible AI and Organizational Readiness

- Data fundamentals for AI
- AI governance and organizational policies
- Ethical AI, bias, transparency, and accountability
- Cybersecurity, privacy, and regulatory compliance

PRACTICAL EXERCISE

Practical exercise on evaluating responsible AI practices within organizations

DAY 04

AI in Professional Practice

- AI-supported decision-making
- AI for productivity, collaboration, and business improvement
- AI implementation challenges and organizational change
- Human-AI collaboration and future workforce skills

PRACTICAL

Practical workshop on integrating AI into professional workflows

DAY 05

Building an AI-Ready Organization

- AI literacy as a strategic organizational capability
- Digital transformation and AI adoption strategies
- Future trends in Artificial Intelligence
- Continuous learning and AI capability development

FINAL WORKSHOP

Final workshop involving the development of an AI literacy action plan that integrates responsible AI principles, workplace applications, governance awareness, productivity enhancement, risk management, digital transformation, organizational readiness, professional development, ethical decision-making, and continuous learning to strengthen individual performance and support long-term organizational success.

Register or Request More Information

Course page: <https://quest-training.com/courses/ai-literacy-for-professionals-training-course>

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