DIGITAL AND ANALYTICAL SKILLS

Workplace AI Literacy and Responsible Use

Use AI tools for everyday tasks, verify outputs and manage information risks.

4 sessions × 2 hours · 8 hours · 990 AZN. Prices may change depending on current conditions.

Who is it for

For managers, HR, marketing, administrative and analytical professionals.

Programme purpose

This nontechnical programme covers AI capabilities and limits, task and prompt design, checking outputs, privacy and human review. It is not tied to a product or certification.

By the end you will be able to

- You will create a reusable workflow, verification checklist and safe-use rules.

Practical assignments

- We will complete two work tasks with AI and review the outputs for evidence and privacy.

Session plan

01 Session 1: AI capabilities, limits and suitable tasks

02 Session 2: framing tasks and writing clear prompts

03 Session 3: checking facts, sources and output quality

04 Session 4: privacy, human review and workflow

Final practical output

You will create a reusable workflow, verification checklist and safe-use rules.

Assessment and feedback

The final practical work receives trainer feedback on fit to a real or sample situation, clarity of reasoning and actionable next steps.

Training format

Individual live online training only: one participant and one trainer. 4 sessions × 120 minutes (480 minutes total). Zoom / Google Meet; schedule agreed individually.

Topic references

OECD — Bridging the AI Skills Gap: https://www.oecd.org/en/publications/bridging-the-ai-skills-gap_66d0702e-en.html

NIST — AI Risk Management Framework: https://airc.nist.gov/airmf-resources/airmf/5-sec-core/

References inform the topics; AİTM does not claim accreditation by these organisations.

Contact and enrolment
Aseto İnkişaf Təlim Mərkəzi (AİTM) · Bakı, Azərbaycan
+994 10 389 39 29 · custom@aitm.az · aitm.az
https://aitm.az/en/individual-online-training/workplace-ai-literacy