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Real-World IT Training, Coaching & Skills Development Solutions
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TriveraTech ®
TECHNOLOGY TRAINING

SkillJourney: AI for Business Users Series

AI Basics for Everyday Business Users: Getting Started with AI Tools & Techniques (TTAI2005) (Boot Camp – Part 1)

AI for Everyone! Instantly Boost Your Productivity! Learn, practice, and apply AI tools to navigate the business world with confidence.

Course Snapshot

- **Course: AI Basics for Everyday Business Users Camp / Part 1: Getting Started with AI Tools & Techniques (TTAI2005)**
- **Duration**: 2 days
- **Skill Level**: Introductory
- **Audience**: Non-technical business professionals who are keen to leverage AI tools to boost their day-to-day productivity and efficiency with the use of innovative tools. Ideal attendees include business managers, project coordinators, customer service representatives, marketing professionals, and anyone else involved in individual or team-based business tasks and operations.
- **Format / Hands-on:** This course combines engaging instructor-led presentations and practical demonstrations with hands-on programming exercises, challenge labs, use case exploration and engaging group activities. Student machines are required.
- **Flexible Delivery Options**: This course can be delivered for your team or organization **online-live (virtual)**, **onsite in-person, self-paced** or across our immersive **blended learning experience platform (LXP).**
- **Public Schedule**: This course is currently available on our Public Open Enrollment Schedule.
  Customizable: We're flexible! This course agenda, topics, labs, hours and delivery modalities can be adjusted to target your specific training skills objectives, tools and learning goals. Please ask for details.

Overview

NOTE: This course can be taken in combination with the two-day AI for Business Users Camp (Part 2), as it extends base skills covered in this program. This course can also be tuned to focus on other tools or specific roles or industries as needed for your team or organization.

Geared for non-technical business users new to AI, **AI Basics for Everyday Business Users Boot Camp / Part 1** is a hands-on workshop designed to demystify AI and make it accessible, illustrating how powerful AI tools like ChatGPT can be used to solve complex business problems, streamline workflows, and enhance team collaboration. This course is your guide to understanding how AI can enhance productivity, optimize resource allocation, and help you make informed decisions based on business intelligence insights.

Guided by our industry expert trainer, you'll explore a wide range of topics, from the basics of AI through ethical considerations when working with and applying it. You'll learn about and gain hands-on experience with a variety of common user-friendly tools you can put right to work in your day-to-day practice, as the labs focus on real world useful business skills and tasks. You'll learn how to interact effectively with the tools, how to integrate them into existing software, and how AI can assist in various business contexts such as customer service, data analysis, and project management.

By the end of the course, you'll be well-equipped to use AI tools effectively in your everyday business operations, from enhancing personal and team productivity to supporting informed decision-making processes.

Learning Objectives

Working in an interactive learning environment, led by our engaging expert, you will:
- Explore AI's capabilities, learn how it can streamline their workflow, and how to use AI tools to improve efficiency and productivity.
- Master the ability to navigate and use AI tools such as ChatGPT and others, making your everyday work tasks a breeze.
- Learn how to securely handle and use AI tools, ensuring you're confident and competent while handling business data.

- Understand how to use AI in a variety of contexts, from customer service to project management, helping you solve a range of business challenges.
- Learn to apply AI tools to your everyday tasks, helping you automate and streamline your business operations.
- Develop a knack for using AI for efficient information analysis, helping you make data-driven decisions with ease and accuracy.
- Gain the ability to use AI for creative content and media creation, letting you design engaging presentations, reports, and more.
- Understand the practicalities of AI ethics and responsibilities, ensuring you are knowledgeable about respectful and fair AI practices in your business environment.

Audience

This introductory-level course is perfect for non-technical business professionals who are keen to leverage AI tools to boost their day-to-day productivity and efficiency with the use of innovative tools. Ideal attendees include business managers, project coordinators, customer service representatives, marketing professionals, and anyone else involved in individual or team-based business tasks and operations. If you're keen on exploring how AI can streamline your work processes and improve decision-making, this course would be a great fit.

Pre-Requisites

To ensure a smooth learning experience and maximize the benefits of attending this course, you should have the following prerequisite skills:

- Basic familiarity with using computer applications and digital tools in a professional setting, such as email clients, office suites, and project management tools.
- A general understanding of how businesses operate, including knowledge of your own business operations and processes.
- Comfortable navigating through digital platforms and tools.
- A problem-solving mindset, as the aim of many AI tools is to help solve business challenges in innovative ways.

Next Steps / Follow-on Courses

Next Steps / Follow-on Courses: We offer a wide variety of follow-on courses and learning paths for AI for Business, GPT, Applied AI, Azure OpenAI, Generative AI, Google BARD, CoPilot, AI for developers, testers, data analytics, machine learning, deep learning, programming, intelligent automation and many other related topics. Please see our catalog for the current **AI & Machine Learning Courses, Learning Journeys & Skills Roadmaps**, list courses and programs.

Course Topics / Agenda

Please note that topics, agenda and labs are subject to change, and may adjust during live delivery based on audience skill level, interests and participation.

1. **Exploring AI in Today's Business World**
- Quick View: AI Explained & Types of AI
- Exploring AI's Role in Business
- AI in Action: Current Trends, Skills & Roles in AI
- Benefits and Risks of AI

2. **Meet Your New AI Friends & GPT Tools**
- Get to know common user-friendly AI tools for business
- Exploring GPTs in action
- Comparing tools & Matching the right AI tool to your business needs

3. **The ABCs of Prompt Engineering: AI Conversations for Beginners**
- Gain a foundational understanding of prompt engineering to effectively communicate with AI.
- Basics of conversational AI & The Art of Crafting Prompts
- Different Types of AI Prompts
- Quick Guide to Effective Prompt Engineering
- Refining Prompts: Making AI Work Harder for You
- Managing AI's Strengths & Weaknesses
- Avoiding Common Pitfalls in Prompting
- Quick Tips: Guide to Writing Great Prompts

4. **Boosting Personal Productivity and Efficiency with AI**
- Making AI Work for You
- Implementing Day to Day AI: Tools to Use
- Quick Guide for Implementing AI Intro Your Daily Workflow

5. **Powering Your Business with AI**
- Ways AI can boost productivity and efficiency in business
- AI-Enhanced Customer Service
- Set Up a Quick ChatBot or Virtual Assistant
- Fostering Team Productivity and Collaboration
- Project Management with AI
- Integrating AI with Business Software

6. **Leveraging AI for Business Intelligence and Decision Making**
- AI in Business Decision-Making
- Data and AI in Business
- Business Intelligence through AI
- Market Research with AI

- Risk Assessment Powered by AI
- AI for Resource Allocation

7. **Staying Safe and Smart with AI Tools at Work**
- Introduction to Data Security and AI
- Keeping Data & Privacy Safe in the AI World
- Quick Look: GDPR and California CCPA
- Sharing Data: Do's and Don'ts
- Understanding your Organization's AI Policies
- Guide to Ensure your AI Tool Usage Remains Secure
- Safe Habits when using AI Tools

8. **The Ethics and Responsibility of AI**
- Understand the ethical considerations and responsibilities of using AI in business
- Exploring Ethical AI / Responsible AI
- Quick User's Guide to AI Ethics
- Identifying, Avoiding and Overcoming Bias in AI Systems
- Legal considerations when using AI
- Top Ten Quick Tips for Promoting Responsible AI

Setup Made Simple! Learning Experience Platform (LXP)

All applicable course software, digital courseware files or course notes, labs, data sets and solutions, live coaching support channels and rich extended learning and post training resources are provided for you in our "easy access, no install required" online **Learning Experience Platform (LXP),** remote lab and content environment. Access periods vary by course. We'll collaborate with you to ensure your team is set up and ready to go well in advance of the class. Please inquire about set up details and options for your specific course of interest.

Related Courses / Take Next
The following is a small subset of AI for Business Users related courses. See the online catalog for a complete list of courses and learning paths.

Navigating AI: AI for Everyday Business Users: AI Basics, GPT-3.5, GPT-4, Azure AI, Open AI, AutoGPT, Prompt Engineering
- TTAI2005   AI Basics for Everyday Business Users Camp / 1: Getting Started with AI in Business: Tools & Techniques (2 days)
- TTAI2006   AI Basics for Everyday Business Users Camp / 2: Transforming Business Ops with Cutting-Edge AI Apps (3 days)
- TTAI2009   QuickStart to Prompt Engineering for Everyday Business Users (1 day)
- TTAI2321   QuickStart to Using Azure OpenAI Basics for Business Users (1 day, Overview)
- TTAI2020   Beyond ChatGPT! AutoGPT in Action: Artificial General Intelligence (AGI) Basics for Business Users (2 days)
- TTAI2002   Exploring AI: From Concepts to Conversations (AI Shorts Series for Sales, Marketing, Business) (20+ shorts)

Understanding AI: AI for the Enterprise: Business Users & Stakeholders
- TTDS6000   Data Science Primer | Technologies, Tools & Modern Roles in the Data-Driven Enterprise (1 day)
- TTML5500   Understanding AI & Machine Learning / Overview (1 day; lecture / demo)
- TTAI2050   AI Essentials: Quick Start to Basic AI Theory (half day)
- TTAI2051   AI Insights: A Practical Guide to AI Types, Principles and Applications (half day)
- TTML5502   Exploring AI & Machine Learning for the Enterprise / Hands-on Overview (2 days, light-hands-on)

Implementing AI: Putting AI to Work for Business Users, Stakeholders & AIOps
- TTAI2101   Implementing AI in Business: Stakeholder Strategies for the Modern Data Enterprise (1 day; lecture / demo)
- TTAI2102   Understanding, Harnessing & Applying Generative AI for Decision Makers and Architects (1 day)

- TTAI2105   Hands-on AI / AIOps for Business Innovators: Unlock the Power of Intelligent Automation (Non-Technical Users) (2 days) (Also available for Healthcare or Finance)
- TTAI2130   Exploring AI Operations: Strategies for Testing and Deploying Intelligent Systems for Success (2 days)

Analyzing with AI: Leveraging AI for Data Science, Data Literacy, Wrangling, Analytics & Reporting
- TTDS6010   Data Visualization Fundamentals (1 day)

For More Information

For more information about our training services (instructor-led, self-paced or blended), collaborative coaching services, robust Learning Experience Platform (LXP), Career Experiences, public course schedule, partner programs, courseware licensing options or to see our complete list of course offerings, solutions and special offers, please visit us at **www.triveratech.com**, email **Info@triveratech.com** or call us toll free at **844-475-4559.** Our pricing and services are always satisfaction guaranteed.

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www.triveratech.com ● **toll free +1-844-475-4559** ● **Info@triveratech.com** ● **Twitter TriveraTech**

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LEARNING PLAN DEVELOPMENT ● SKILLS IMMERSION PROGRAMS / RESKILLING / NEW HIRE / BOOT CAMPS
PARTNER & RESELLER PROGRAMS ● CORPORATE TRAINING MANAGEMENT ● VENDOR MANAGEMENT SERVICES

Trivera Technologies is a Woman-Owned Small-Business Firm

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