

AI at Work

The Productive Professional

09:00 – 16:00

10 in-person + 10 online · always live

FOR WORKING PROFESSIONALS · FREE TOOLS ONLY · NO CODE

A hands-on day that gives working professionals their time back — from "I've tried ChatGPT once" to a confident daily user. Four blocks, five free tools, no code, and three workflows you build on real tasks. The outcome is the point; AI is just the tool. Bring your laptop and a real problem.

BLOCK 1 · AM 09:00–11:00

Understanding AI today

- How AI actually works — tokens, prediction, why it hallucinates
- The R-CICF prompt formula — your framework for life
- Hands-on practice with Claude
- Exercise: prompt one real task three different ways

BLOCK 2 · LATE AM 11:15–12:30

The AI ecosystem

- Generative AI vs Agentic AI vs Agents — the real difference
- Key acronyms decoded: LLM · RAG · API · MCP · POPIA · PII
- Copilot, NotebookLM & Gemini seen in practice
- Exercise: pick the right tool for each of your jobs

BLOCK 3 · PM 13:15–14:45

Using AI safely — and building

- Security, compliance & the AI risks that actually matter
- Multimodal AI — image, voice and translation
- Build your own simple AI agent
- Exercise: set up your personal AI Toolkit in Notion

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BLOCK 4 · LATE PM 15:00–16:00

Certify & plan ahead

- Final test — 10 questions, 7/10 to pass
- Certificate of completion, issued on the day
- Your 30-day plan — week 1, 2, 3, 4 so it becomes a habit
- Open Q&A + a week of email follow-up

PPA-AIW-001 · Counts toward the Proven Path Professional Certificate