AI Basics for Everyday Business Camp / 1: Getting Started with AI in Business: Tools & Techniques (2 days) (TTAI2005)

Category: AI, Data & Analytics | **Vendor:** Trivera Tech

Duration: 16.00 hours (2 days) **13.0 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

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.

About This Course

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.

Who Should Attend

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.

Prerequisites & Entry Requirements

General Prerequisites:

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.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

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.

Detailed Course Outline

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

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

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

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

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

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

Staying Safe and Smart with AI Tools

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

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

Additional Course Details

Nexus Humans AI Basics for Everyday Business Camp / 1: Getting Started with AI in Business: Tools & Techniques (2 days) (TTAI2005) training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward. This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the AI Basics for Everyday Business Camp / 1: Getting Started with AI in Business: Tools & Techniques (2 days) (TTAI2005) course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for AI Basics for Everyday Business Camp / 1: Getting Started with AI in Business: Tools & Techniques (2 days) (TTAI2005)?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 2-day AI Basics for Everyday Business Camp / 1: Getting Started with AI in Business: Tools & Techniques (2 days) (TTAI2005) course provides up to 13.0 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the AI Basics for Everyday Business Camp / 1: Getting Started with AI in Business: Tools & Techniques (2 days) (TTAI2005) training?

The training takes place over 2 day(s), with each day lasting approximately 16.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for AI Basics for Everyday Business Camp / 1: Getting Started with AI in Business: Tools & Techniques (2 days) (TTAI2005)?

Yes, we provide corporate training, dedicated training, and closed classes for AI Basics for Everyday Business Camp / 1: Getting Started with AI in Business: Tools & Techniques (2 days) (TTAI2005). Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: What related terms do people search for?

Popular related searches include: AI; GPT; Prompt Engineering

---

Q: Why choose Nexus Human for AI Basics for Everyday Business Camp / 1: Getting Started with AI in Business: Tools & Techniques (2 days) (TTAI2005)?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your AI Basics for Everyday Business Camp / 1: Getting Started with AI in Business: Tools & Techniques (2 days) (TTAI2005) training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

© 2026 Nexus Human. All rights reserved. This brochure was generated on 13/11/2026.