

AI in Action

Practical AI Adoption for Senior African Professionals

Format: Live on Zoom
Duration: 4 Weeks
Sessions: 8 Live Sessions
Schedule: 2 Sessions per Week
Session Length: 90 Minutes
Level: Beginner-Friendly (No Technical Background Required)

Course Overview

This course helps senior professionals confidently use modern AI tools like ChatGPT, Claude, Gemini, and Copilot in their daily work. Designed specifically for African professionals and decision-makers, the program focuses on practical workplace application — not coding or technical AI theory. Participants will learn how to: use AI tools effectively, improve productivity, communicate faster, analyze information more efficiently, support decision-making, and responsibly introduce AI into their organizations.

Who This Course Is For

Executives & Business Leaders
HR Professionals
Finance & Banking Professionals
Government & Public Sector Leaders
Operations & Supply Chain Managers
Marketing & Communications Professionals
University & Institutional Administrators
Professionals with little or no AI experience

Learning Outcomes

By the end of the course, participants will be able to: confidently use AI tools in daily work, write effective prompts, draft professional communication faster, summarize and analyze large documents, use AI for research and decision support, understand AI risks and limitations, identify practical AI opportunities in their workplace, create a personal AI adoption plan.

Week 1 — Foundations: Understanding AI & Building Confidence

Session 1 — AI Demystified: What AI Is and Isn't

- Understanding AI in simple language
- What ChatGPT, Claude, Gemini & Copilot actually do
- Common myths and misconceptions about AI
- Real-world African workplace use cases

Learning Outcome: Participants gain confidence and understand practical workplace uses of AI.

Session 2 — Prompting Basics: How to Talk to AI

- What prompting is
- The anatomy of a good prompt
- Tone, formatting, and refinement
- Prompt frameworks for professional work

Learning Outcome: Participants learn how to consistently get useful AI outputs.

Week 2 — AI for Everyday Professional Work

Session 3 — Communication & Professional Writing

- AI for workplace communication
- Executive summaries
- Presentation outlines
- Policy and proposal drafting

Learning Outcome: Participants use AI to improve speed and quality of professional writing.

Session 4 — Research, Analysis & Decision Support

- Summarizing long documents
- Preparing for meetings
- Comparing options
- AI-assisted decision support

Learning Outcome: Participants learn how to use AI to think faster and prepare better.

Week 3 — AI Tools & Workplace Applications

Session 5 — The Modern AI Toolkit

- ChatGPT
- Claude
- Gemini
- Microsoft Copilot
- Perplexity
- Notion AI

Learning Outcome: Participants understand the modern AI ecosystem and when to use each tool.

Session 6 — AI Across Different Industries

- Finance & banking
- HR & recruitment
- Government & policy

- Healthcare administration
- Marketing & communications

Learning Outcome: Participants understand how AI applies directly to their own sector and role.

Week 4 — Responsible AI & Organizational Adoption

Session 7 — AI Ethics, Risk & Responsible Use

- AI hallucinations and misinformation
- Data privacy and confidentiality
- AI bias and ethical concerns
- Verification and fact-checking

Learning Outcome: Participants learn how to use AI responsibly and safely in professional environments.

Session 8 — Leading AI Adoption in Your Organization

- Introducing AI into teams
- Building AI habits
- Creating simple AI workflows
- Developing an AI adoption strategy

Learning Outcome: Participants leave with a practical plan for applying AI immediately after the course.

Teaching Methodology

Live demonstrations Guided hands-on practice Real workplace examples Interactive Q&A; Sector-based use cases
Practical exercises Downloadable prompt templates

What Participants Receive

Live Zoom training sessions Session recordings Prompt templates & cheat sheets AI workplace workflow examples
Practical exercises Certificate of completion 30-Day AI Action Plan framework

Suggested Course Titles

AI in Action Practical AI for Professionals Executive AI Fluency AI Adoption for Leaders AI for the Modern Workplace
AI Productivity for Professionals