SKILLSLAB
Training Provider

COURSE BROCHURE

AI and GenAI Fundamentals for Non-Technical Professionals

Professional Training Course

Skillslab Training Provider
Skills for Tomorrow's World

info@skillslab-training.com | +966 55 965 3447 | www.skillslab-training.com

Course Description

Introduction

Artificial intelligence and generative artificial intelligence are rapidly transforming how modern organizations operate. Today, understanding these technologies is no longer limited to technical specialists. Leaders, managers, and professionals across government institutions and corporate environments increasingly need a clear understanding of how artificial intelligence works and how it can support decision making, improve productivity, and enhance innovation.

This professional training program is designed to provide non technical professionals with a clear and practical understanding of artificial intelligence and generative artificial intelligence. The course focuses on helping participants recognize practical opportunities for using these technologies within their organizations while ensuring responsible and effective use aligned with institutional goals.

Course Objectives

The objectives of this program are designed using the SMART goals framework to ensure that they are specific measurable achievable relevant and time bound.

1. Enable participants to understand the core concepts of artificial intelligence and generative artificial intelligence within the duration of the program.

2. Develop the ability of participants to identify practical opportunities for applying artificial intelligence within government and corporate environments.

3. Strengthen participants ability to analyze organizational processes and identify areas that can benefit from artificial intelligence solutions.
4. Enable participants to use generative artificial intelligence tools to support productivity reporting and professional content creation.

5. Build a clear understanding of responsible and ethical use of artificial intelligence within organizations.
6. Support participants in developing initial ideas for artificial intelligence initiatives applicable in their work environment.
7. Increase participants readiness to contribute to digital transformation and innovation initiatives driven by artificial intelligence.

Course Content

Day 1 Fundamentals of Artificial Intelligence

- Introduction to artificial intelligence and its historical development
- Differences between traditional artificial intelligence and generative artificial intelligence
- Key terminology and fundamental concepts
- Applications of artificial intelligence across government and business sectors
- Real world examples of artificial intelligence in organizations

Day 2 Generative Artificial Intelligence and Its Applications

- Understanding generative artificial intelligence and how it works
- Practical applications of generative artificial intelligence in business environments
- Using artificial intelligence tools for professional writing and content development
- Supporting reporting and analysis using intelligent tools
- Opportunities to enhance productivity using generative artificial intelligence

Day 3 Artificial Intelligence in the Workplace

- Identifying opportunities to implement artificial intelligence in organizations
- Analyzing administrative and operational processes suitable for automation
- The role of artificial intelligence in improving decision making
- Supporting institutional innovation using intelligent technologies
- Case studies from international organizations

Day 4 Governance Ethics and Risk Management

- Governance principles for the responsible use of artificial intelligence
- Ethical considerations related to artificial intelligence adoption
- Managing risks associated with artificial intelligence technologies
- Data protection and privacy considerations
- Organizational policies for responsible artificial intelligence implementation

Day 5 Building Artificial Intelligence Initiatives in Organizations

- Steps for developing artificial intelligence initiatives within organizations
- Identifying strategic priorities for artificial intelligence adoption
- Designing practical artificial intelligence project ideas
- Developing an initial roadmap for implementing intelligent solutions
- Presentation and discussion of participant project ideas

Target Audience

- Executive leaders and senior managers in government and corporate organizations
- Department managers and supervisors
- Digital transformation and strategy professionals
- Innovation and business development specialists
- Governance and policy professionals
- Non technical professionals interested in understanding artificial intelligence in the workplace

Course Requirements

This course does not require technical expertise and is specifically designed for non technical professionals.

Participants are encouraged to have:

- Basic familiarity with organizational work environments
- Interest in digital transformation and emerging technologies
- Motivation to improve professional skills and innovation capabilities

Training Methods

The program follows an interactive and practical training approach designed to maximize engagement and learning impact.

Training methods include:

- Interactive lectures and guided discussions
- Real world case studies from international organizations
- Practical workshops and group exercises
- Collaborative discussions and knowledge sharing
- Organizational problem analysis activities

The course flow may also incorporate elements of the GROW model to help participants clarify their goals assess their current organizational context explore possible artificial intelligence solutions and define practical actions for implementation.

Learning Outcomes

By the end of this program participants will be able to:

1. Explain the fundamental concepts of artificial intelligence and generative artificial intelligence.
2. Interpret how artificial intelligence technologies can improve organizational operations.
3. Apply generative artificial intelligence tools to support professional productivity and communication.
4. Analyze opportunities and challenges associated with adopting artificial intelligence within organizations.
5. Evaluate ethical considerations and risks related to artificial intelligence implementation.
6. Design initial concepts for artificial intelligence initiatives in their institutions.
7. Develop a practical perspective on using artificial intelligence to support innovation and digital transformation.

Instructor

The program is delivered by an internationally certified expert in artificial intelligence and digital transformation with extensive experience in training professionals across government institutions and corporate organizations. The instructor combines practical industry experience with international training expertise to deliver engaging and impactful learning experiences focused on real world applications

Contact Us

For registration inquiries, upcoming dates, or group pricing, please contact us:

Website	www.skillslab-training.com
Email	info@skillslab-training.com
WhatsApp	+966 559 653 447

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