AI For Business – Level 1

Enabling SME teams to confidently apply AI in daily operations, enhancing efficiency, compliance, and decision-making through practical, non-technical training.

Course Overview

This course is designed for SMEs who want their teams to use AI confidently, responsibly, and effectively. No technical background is required; employees learn through practical examples and role-based exercises that connect directly to daily business tasks.

Upon completion, participants will be equipped to immediately implement AI tools, lead AI discussions, evaluate business solutions, maintain legal compliance, and continue learning through practical application.

Key Topics

- **Introduction to AI**: Understand what AI is, decode common buzzwords, and use analogies for simple explanations.

- **Exploration of AI Tools**: Evaluate popular platforms (CoPilot, Gemini, ChatGPT, Perplexity, Claude, etc.) and identify their workplace fit.

- **Prompt Engineering & Workflow Automation**: Learn best-practice prompting methods, build prompt libraries, and discover differences across AI platforms.

- **Privacy & Personalisation**: Master privacy controls, data security, and responsible use of personalised AI features.

- **Ethics & Legal Frameworks**: Explore the EU AI Act, global regulations, data protection, and ethical considerations for compliant AI adoption.

- **Advanced AI Capabilities**: Use AI for research, document analysis, media creation, and basic coding support.

- **Practical Business Exercises**: Complete real-world HR, finance, and marketing tasks using AI, practising safe, effective, and ethical tool use.

Outcome-Focused Learning Objectives

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

A. Speak to their peers about AI without fear or feeling overwhelmed - Explain AI concepts, decode buzzwords, and advocate for responsible adoption.

B. Be effective and efficient in the use of AI tools - Identify, select, and apply relevant AI tools for specific workplace tasks.

C. Understand the limitations of AI tools and outputs - Recognise when human oversight is needed and avoid common mistakes.

D. Be aware of AI legal implications, ethics, and regulations - Navigate compliance obligations, data privacy, and ethical considerations.

E. Complete day-to-day tasks smarter, faster, and better - Streamline workflows through effective AI integration and prompting techniques.

Teaching Methods

- Self-Paced Online Learning: Interactive modules accessible 24/7
- Hands-On Practice: Direct AI LLM experience through our NUUAA AI Studio
- Practical Exercises: Real workplace scenarios and department-specific tasks
- Interactive Content: Multimedia presentations with immediate feedback

Further Details

Course Duration: 2+ hours total content. Typical completion within 1-2 weeks.

No Prerequisites: Open to all professionals seeking AI capability enhancement.

Flexible Start Dates: Begin learning at any time with 24/7 platform availability.

Enrolment: Online registration available through **info@nuuaa.com**