

Online Training: “AI applied in day-to-day professional work”

March 12 th 2026 09:00 - 11:30 Session 1 – Fundamentals & Professional Prompting	March 13 th 2026 09:00 - 11:30 Session 2 – Real Use Cases + Toolkit + First “System”
<ol style="list-style-type: none"> 1. What AI generative AI is (and how it works in practice) 2. Basic setup: models, use cases, limitations, and basic security 3. Professional prompting: structure, roles, output format, iteration 4. Guided mini-practice sessions (emails, summaries, rewriting) 	<ol style="list-style-type: none"> 1. Cross-functional use cases (communication, reporting, analysis) 2. Team-based work: design and testing of 1-2 real use cases. 3. Recommended toolkit (AI + complementary apps) and selection criteria for AI applied to day-to-day professional work. 4. What a custom GPT is and how to design one (business-level).