

# Introduction to AI for the Workplace

This course is designed for beginners to introduce the exciting world of AI tools how they can enhance your work.

## Who is it for?

The Introduction to AI for the Workplace Professional Development Workshop is ideal for anyone who wishes to:

- Understand what AI is and how it can be applied in a professional setting
- Learn how to use AI tools to improve productivity and efficiency of work activities

## This workshop will equip you with:

- **Introductory knowledge** - Understanding what AI is and its familiarity with some commonly used AI tools and platforms.
- **Critical thinking** - Develop a critical approach to AI outputs and online content.
- **Practical skills** - Learn to use popular AI tools to support work tasks.
- **Ethical considerations** - Understanding and considering the ethical implications of AI including bias and responsible use.
- **AI in the workplace** - A grasp on AI policies held by organisations
- **The critical human component** - Understanding of some of the limitations of AI and of what the critical human component is.
- **Potential pitfalls** - Consideration of the potential pitfalls of AI including how it can go wrong and the damage AI can do when used irresponsibly
- **Environmental impact** - Understanding of the huge energy requirement and carbon footprint factors of using AI tools.

This workshop will be lead by Hazel Thomas who is an experienced trainer with a passion for technology and the benefits that can be gained when it is harnessed positively and ethically.

### Delivery:

Online  
3 hours  
9:30am - 12:30pm

### Cost:

Apprentice: Free  
Partner: £75  
Commercial: £150

### Workshop dates:

9<sup>th</sup> March 2026  
24<sup>th</sup> June 2026  
21<sup>st</sup> September 2026

## To book your place on this workshop

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