

AI for everyone

List Title	Learning Objective	Target Audience	Key Topics	Example Titles
<u>Microlearning AI: Quick Wins for Smarter Teams</u>	Build core AI awareness and practical skills through short, focused courses that support flexible learning and rapid application.	All Employees	AI fundamentals, productivity tools, ethical use, prompt basics, generative AI by function	When Should I Use ChatGPT?, Gauge Productivity with AI
<u>Unlocking AI: Understanding LLMs, Generative AI and Advanced Applications</u>	Support organizations in initiating their AI journey with a comprehensive all-in-one guide that provides practical frameworks for leadership alignment and employee enablement.	All Employees	Basics of generative AI, effective prompts, prompt structures, productivity boosts, real-world AI tool walkthroughs, Agentic-AI, Chatbots, Security, Ethics	Next Level ChatGPT Prompts, Security and AI
<u>AI Implementation Toolkit: Your Path to Successful Adoption</u>	Guide organizations from early AI roll out to scalable implementation with practical frameworks for leadership alignment and employee enablement.	Project Managers, Change Management Teams, Innovation Leads	AI project planning, internal training, change management, phased deployment, governance checklists, stakeholder engagement	Creating an AI Adoption Strategy for Businesses, Generative AI: Building an Organizational AI Plan
<u>AI Governance: Privacy, Security, Ethics, and Compliance</u>	Ensure ethical, secure, and responsible compliant use of AI across organizational practices, addressing modern privacy risks and evolving regulatory frameworks.	General Employees, Compliance Professionals, Data Privacy Officers, IT Security Teams	Data protection, ethical AI use, regulatory compliance, AI auditing, risk mitigation, global standards (GDPR, CCPA), EU AI Act	AI Fluency: Data Privacy, Generative AI: Ethical, Responsible, and Secure Use
<u>Beginner's Guide to AI Prompts: Essential Techniques</u>	Introduce fundamental prompt engineering techniques for effective interactions with generative AI, enhancing individual performance and AI literacy.	General Employees, Beginners, Non-technical Teams	Basics of generative AI, effective prompts, prompt structures, productivity boosts, real-world AI tool walkthroughs	What Is Generative AI and How Is It Used?, What is Prompt Engineering?
<u>Intermediate AI Prompt Engineering: Improving AI Interactions</u>	Refine prompt crafting skills for precise and productive AI responses in professional settings, especially where clarity and iteration are key.	Business Analysts, Mid-level Professionals, Content Creators, General Employees	Context-aware prompts, improved AI interactions, practical prompt refinements, system prompts, tone calibration	ChatGPT Prompt Engineering: Specifiers, Using Generative AI for Images and Videos
<u>Advanced AI Prompt Engineering: Expert Understanding + AI Data Management Techniques</u>	Master sophisticated prompt engineering for complex and nuanced tasks, leveraging deeper control of AI responses in advanced workflows. Includes a section on using AI for data management.	Advanced AI Users, AI Specialists, Technical Leaders	Advanced prompt tactics, NLP integration, model fine-tuning, multi-turn prompt design, optimizing model responses for consistency	ChatGPT Mastery: Crafting Effective Prompts for Optimal Results, Creating AI Assistants with GPT-4o
<u>Leveraging AI for Enhanced Productivity and Decision Making</u>	Offer fast, accessible ways for everyday employees to streamline work and make informed decisions using AI tools already at their fingertips.	General Employees, Individual Contributors, Managers & Leaders	Productivity enhancement, task automation, daily AI use, text summarization, idea generation, image generation	Harness AI for Market Insights that Inform Decisions, Organize Your Inbox with AI
<u>Mastering Microsoft Copilot: Your Guide to AI Enhanced Productivity</u>	Help learners unlock the full potential of Microsoft Copilot tools to streamline workflows, create content, and improve daily productivity across Microsoft 365.	General Employees, Microsoft 365 users, knowledge workers, corporate teams	Copilot for Excel, Word, Outlook, PowerPoint, Teams, OneNote, Windows, Chat, Studio, Dynamics, Loop, Stream, Forms	The Fundamentals of Microsoft CoPilot, CoPilot in Excel