Grŵp Colegau NPTC Group of Colleges
Datblygu Busnes
Business Development

Inspiring Learning,
Enriching Lives, Delivering Success

Smarter Working With AI: 20 Micro-Lessons for Modern Professionals (Part-Time)

This flexible online course consists of 20 bite-sized training videos designed to help professionals use Artificial Intelligence (AI) confidently and effectively in the workplace.

Through practical, real-world examples, learners will discover how AI can support productivity, communication, planning, problem-solving, creativity, and decision-making.

The course focuses on immediate workplace application, helping individuals save time, improve quality, and work more efficiently while understanding the safe and responsible use of AI tools.

Entry Requirements

Delegates require access to a computer with access to the internet.

Career Prospects

Successful delegates can progress onto CompTIA A+ or other business management courses.

Course Modules

This course covers:
– What AI Can (and Can’t) Do at Work
– How to Write Prompts That Get Great Results
– Turning Long Documents Into Useful Summaries
– Drafting Emails, Letters, and Reports in Seconds
– Using AI to Prioritise Your Workload
– AI for Smarter Meetings
– Turning Ideas Into Polished Content
– AI for Professional Writing
– Using AI to Analyse Data (Without Spreadsheets Skills)
– AI for Project Planning & Risk Management

– Scenario Planning & Decision Support
– Creating Checklists, Templates and SOPs
– Preparing Presentations & Slide Content with AI
– AI for Coaching Difficult Conversations
– Translating & Localising Content Professionally
– Improving Customer-Facing Messages
– Using AI for Brainstorming & Innovation
– Turning Rough Notes Into Professional Documents
– Staying Safe: Data Protection, Privacy & When Not to Use AI
– Building Your Own “AI Workflow Toolkit”

Assessment

Assessed via Q&A tests throughout course.

STUDY MODE

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LOCATION

Neath College - 03308 188 100

COURSE LENGTH

1 Day

FEES

19/20 fees: £50