

Leading with AI: A Next Gen Certification

AI isn't replacing people—it's empowering them. This certification program helps professionals at every level harness AI to think smarter, work fast, and lead change with confidence. Participants gain hands-on experience using AI tools to improve decision-making, communication, and productivity in real-world workplace scenarios.

1 From Buzzword to Backbone: How AI is Shaping Your Workday

Course Description

AI isn't just a trend—it's transforming the tools, tasks, and tempo of everyday work. This session breaks down what AI really is, how it's already part of your job, and what it means for the future of your role. No technical background needed—just curiosity.

Learning Objectives:

- Understand the core concepts and capabilities of AI in plain language
- Recognize how AI is already influencing your work tools and tasks
- Identify opportunities and limitations of AI in the modern workplace
- Develop a future-ready mindset around AI adoption and adaptation

2 Mastering the AI Ask: Tools & Skills to Work Smarter

Course Description

Great results from AI start with great instructions. This session introduces you to the art of prompt writing and gives hands-on practice using popular AI tools to improve communication, creativity, and productivity in your daily work.

Learning Objectives:

- Learn how to write clear, effective prompts for AI tools
- Practice using AI assistants to generate content and solve problems
- Explore common workplace tools enhanced by AI
- Build confidence in selecting and using the right tool for the task

3 Teaming Up with AI: Boosting Productivity Without Breaking a Sweat

Course Description

AI can be your most efficient team member—if you know how to collaborate. This session helps you reimagine your daily workflows by integrating AI to handle the repetitive, complex, and time-consuming—freeing you up for what matters most.

Learning Objectives:

- Map daily tasks that can be enhanced or automated with AI
- Design AI-assisted workflows that streamline communication and output
- Use AI to support time management, organization, and decision-making
- Gain practical experience tailoring AI use to your role and goals



4 Your AI Advantage: Solving Problems with Confidence

Course Description

With the right approach, AI becomes a powerful problem-solving partner. This session helps you explore how to use AI for brainstorming, analysis, and creative thinking—while managing risks like bias, misinformation, and overdependence.

Learning Objectives:

- Apply AI to complex or ambiguous work challenges
- Use AI to enhance critical thinking, not replace it
- Identify ethical considerations and limitations in AI use
- Develop strategies to troubleshoot and validate AI-generated results

5 Capstone: Real Work. Real AI. Real Impact

Course Description

In this hands-on final session, you'll apply what you've learned to a real-world project. Whether it's a report, presentation, process, or product, you'll create something valuable using AI—then reflect on what worked, what didn't, and what's next.

Learning Objectives:

- Apply AI tools to a real or simulated work challenge
- Create a polished, useful product with AI support
- Reflect on your growth in AI collaboration and skill-building
- Present insights and takeaways to peers for feedback and discussion

Program Details

- **Course Length:** 20 hours total (12 in session, 8 asynchronous)
- **Delivery:** All courses taught online
- **Cohort Size:** Maximum 25 participants
- **Certification Requirement:** Participants must attend all sessions to receive certification

Sign up your team today by contacting

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