Introduction to AI for Business: Prompts, Tools & Real-World Applications

Category: AI, Data & Analytics | **Vendor:** Various

Duration: 1.00 hours (1 days) **0.8 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Artificial intelligence is reshaping how professionals work, communicate, and make decisions across every industry. This 90-minute immersion experience is designed to move participants from AI-curious to AI-confident; grounded in the specific AI platform their organization has deployed. Participants will gain a clear, practical understanding of how modern AI assistants work, how to navigate and use the key features of their organization's AI tool, how to craft high-quality prompts that consistently produce useful results, and most importantly, how to apply AI to the real, everyday tasks that define their roles. Every demonstration in this course is grounded in realistic workplace scenarios. Rather than abstract theory, the focus is on immediate application: showing participants what AI can do today and equipping them with the prompting skills and mental models to put it to work starting the next morning.

About This Course

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Who Should Attend

This course is designed for business professionals who want to build practical AI fluency using the AI tool their organization has already deployed. No technical background is required.

- Business professionals across all functional areas: Finance, HR, Operations, Sales, Marketing, Legal, IT, and others
- Individual contributors looking to increase personal productivity through AI-assisted work
- Team leads and managers exploring AI-driven efficiency gains for their teams
- Decision-makers evaluating how AI can be responsibly integrated into existing workflows
- Anyone who wants to move beyond curiosity and start using AI confidently in their daily work

Prerequisites & Entry Requirements

General Prerequisites:

There are no formal prerequisites for this course.

- No prior AI experience or technical knowledge is required
- Basic familiarity with workplace tools such as email, word processing, or spreadsheets is helpful but not required
- Participants should come prepared with an openness to explore how AI can support their specific role and daily tasks

Detailed Course Outline

1 - Introduction: What Is AI and Why Does It Matter Now?

- What a large language model (LLM) is, in plain language
- How AI assistants differ from traditional search tools and software
- How AI assistants generate responses and why this matters for how you use them
- Why AI adoption is accelerating in the workplace right now
- What AI excels at versus where its real limitations lie
- Why human oversight of AI outputs is always required

2 - Know Your Platform: Navigation, Features & Key Capabilities

- Live walkthrough of the AI platform interface
- Core interface elements: conversation window, input field, session history, and new conversation
- How to upload files and documents for the AI to analyze
- Using web search and real-time information retrieval (where available)
- Setting up custom instructions and personalization to reflect your role
- Managing conversation context for multi-step tasks
- Quick-start tips for productive day-one use

3 - The Art of the Prompt: Fundamentals & Best Practices

- Why prompt quality is the single greatest driver of AI output quality
- The GCSE Prompting Framework: Goal, Context, Source, Expectations
- Live before-and-after demonstration: weak prompts versus strong prompts
- Advanced technique role assignment: directing the AI's expertise and perspective
- Advanced technique chain-of-thought: asking the AI to reason step by step
- Advanced technique format specification: controlling how output is structured
- Iterative refinement: improving outputs within the same conversation
- The most common prompting mistakes and how to avoid them

4 - Live Demonstrations: AI Applied to Real Business Scenarios

- Demo 1: Communication- drafting a professional follow-up email after a difficult client call
- Demo 2: Analysis- summarizing a complex report for a leadership briefing under time pressure
- Demo 3: Productivity- building a meeting preparation checklist and post-meeting summary template
- Demo 4: Content Creation- transforming rough brainstorm notes into a structured management briefing
- Demo 5: Decision Support- creating a structured vendor comparison with a decision framework
- Live prompt construction and refinement for each scenario using the GCSE framework
- Participant connections: how each demonstration maps to everyday tasks in your role

5 - Responsible Use, Limitations & Where to Go From Here

- AI as a productivity multiplier not a replacement for expertise or judgment
- Understanding hallucinations: why AI can be confidently wrong and how to catch it
- Data privacy and security guardrails: what should and should not go into AI prompts
- The importance of human review before using any AI-generated output
- Building AI fluency through consistent low-stakes practice
- Your personal AI action plan: how to start applying AI to your work this week
- Closing takeaways: what to remember and what to apply starting tomorrow

Frequently Asked Questions

Q: What delivery options are available for Introduction to AI for Business: Prompts, Tools & Real-World Applications?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Introduction to AI for Business: Prompts, Tools & Real-World Applications course provides up to 0.8 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Introduction to AI for Business: Prompts, Tools & Real-World Applications training?

The training takes place over 1 day(s), with each day lasting approximately 1.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Introduction to AI for Business: Prompts, Tools & Real-World Applications?

Yes, we provide corporate training, dedicated training, and closed classes for Introduction to AI for Business: Prompts, Tools & Real-World Applications. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Introduction to AI for Business: Prompts, Tools & Real-World Applications?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Introduction to AI for Business: Prompts, Tools & Real-World Applications training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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