

DIGITAL INNOVATION AND TRANSFORMATION | DIT-040

AI Literacy for All Employees

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Course content

Why Attend

AI tools are becoming part of everyday work, and regulations such as the EU AI Act require organisations to ensure staff have sufficient AI literacy. Every employee needs to understand what AI can and cannot do and how to use it safely.

This Aractech course provides practical AI literacy: how AI and generative AI work, everyday use cases, effective prompting, checking outputs, data protection and security, bias and ethics, and organisational AI policies. No technical background is required.

Course Methodology

- Interactive sessions
- Hands-on exercises
- Scenarios
- Quizzes
- Group discussions

Course Objectives

- Explain what AI and generative AI are
- Identify useful AI applications in daily work
- Write effective prompts
- Check AI outputs for accuracy and bias
- Protect data and follow security rules
- Apply organisational AI policies responsibly

Target Audience

- All employees

Course content

- Managers and team leaders
- Administrative staff
- HR and training teams

Course outline

Detailed course outline

Day-by-day outline for AI Literacy for All Employees.

Day 1 - Understanding AI

- 09:00-09:45 | What AI is
- 09:45-10:30 | Types of AI
- 10:30-11:00 | Generative AI
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Generative AI (continued)
- 11:45-12:30 | Myths and facts
- 12:30-14:00 | Exercise: AI around you

Day 2 - Using AI at Work

- 09:00-09:45 | Writing and summarising
- 09:45-10:30 | Research
- 10:30-11:00 | Data and spreadsheets
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Data and spreadsheets (continued)
- 11:45-12:30 | Meetings
- 12:30-14:00 | Lab: Everyday tasks

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Day 3 - Prompting Well

- 09:00-09:45 | Prompt principles
- 09:45-10:30 | Context and examples
- 10:30-11:00 | Iteration
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Iteration (continued)
- 11:45-12:30 | Templates
- 12:30-14:00 | Lab: Prompt practice

Day 4 - Checking and Trust

- 09:00-09:45 | Hallucinations
- 09:45-10:30 | Verification
- 10:30-11:00 | Bias
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Bias (continued)
- 11:45-12:30 | Copyright
- 12:30-14:00 | Case study: AI mistake

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Day 5 - Safe and Responsible Use

- 09:00-09:54 | Data protection
- 09:54-10:48 | Security
- 10:48-11:00 | Policies
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Policies (continued)
- 12:12-13:06 | Ethics
- 13:06-14:00 | Capstone: Personal AI plan

Seminar dates

Available seminar dates

Live dates and pricing for AI Literacy for All Employees generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Barcelona	Classroom	€2,815
16 - 20 November 2026	London	Classroom	€2,315
7 - 11 December 2026	Munich	Classroom	€3,225
21 - 25 December 2026	Istanbul	Classroom	€1,978
18 - 22 January 2027	Dubai	Classroom	€1,845
15 - 19 February 2027	London	Classroom	€2,315
15 - 19 March 2027	Barcelona	Classroom	€2,815
19 - 23 April 2027	Istanbul	Classroom	€1,978
17 - 21 May 2027	Amsterdam	Classroom	€2,830
21 - 25 June 2027	Paris	Classroom	€3,825

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