

Practical AI Training for Your Schedule and Goals

Leverage AI to save time and improve work without long learning curves. The AI Training Library provides instant access to courses for solo work or team leadership.

✔ Why It Matters

- Learn AI fundamentals, Microsoft Copilot, ChatGPT and practical business applications
- Automate emails, documents and reports
- Analyze data faster and create presentations efficiently
- Collaborate smarter in Teams



Course Listing:

- AI Business Essentials Part 1: ChatGPT
- ChatGPT and AI in HR
- Leveraging AI for Effective Leadership Development
- AI Business Essentials Part 2: Microsoft Copilot
- Using Generative AI for Business: ChatGPT for Internal Communication
- AI in Supply Chain Management: Automating Procurement Processes with AI
- AI in Manufacturing: Future Trends and Ethical Considerations
- Using AI in Retail: Pricing and Promotion Strategies
- Using AI in Retail: Inventory Management and Supply Chain Optimization
- Introduction to Artificial Intelligence: Using ChatGPT at Work
- Introduction to Artificial Intelligence: Using ChatGPT Effectively
- Introduction to Artificial Intelligence: Understanding Deep Work and Shallow Work
- Introduction to Artificial Intelligence: Human Elements that Drive the Successful Use of AI
- Using Generative AI for Business: Using ChatGPT in Business Settings
- Using Generative AI for Business: ChatGPT for Customer Support
- Using Generative AI for Business: ChatGPT for Marketing
- AI in Human Resources: AI in Employee Engagement and Retention
- Using Generative AI In Marketing: AI for SEO and Content Marketing
- Using Generative AI for Business: ChatGPT for Human Resources
- Using Generative AI for Business: ChatGPT for Data Analysis
- Using Generative AI for Business: Ethical

Considerations and Best Practices

- Using Generative AI for Customer Service: Introduction to AI in Customer Service
- Using Generative AI for Customer Service: AI Chatbots
- Using Generative AI for Customer Service: Virtual Assistants
- Using Generative AI for Customer Service: Sentiment Analysis and Customer Insights
- Using Generative AI for Customer Service: Implementation Strategies
- Using Generative AI for Customer Service: Future Trends in AI Customer Service
- Using Generative AI for Customer Service: Case Studies and Real-World Applications of AI in Customer Service
- Using Generative AI In Marketing: Introduction: Using AI in Your Marketing Strategies
- Using Generative AI In Marketing: AI-Powered Customer Segmentation and Targeting
- Using Generative AI In Marketing: Personalization and Customer Experience Enhancement
- Using Generative AI In Marketing: AI in Social Media and Influencer Marketing
- Using Generative AI In Marketing: AI-Enhanced Email Marketing and Marketing Automation
- Using Generative AI In Marketing: Measuring and Optimizing AI Marketing Efforts
- AI in Human Resources: Introduction to AI in Human Resources
- AI in Human Resources: AI Applications in Recruitment and Talent Acquisition
- AI in Human Resources: AI for Employee Onboarding and Training
- AI in Human Resources: AI-Powered Performance Management and Analytics
- AI in Human Resources: Ethical Considerations and Challenges of AI in HR
- AI in Human Resources: AI for Workforce Planning and Scheduling
- AI in Supply Chain Management: Introduction to AI in Supply Chain Management
- AI in Supply Chain Management: AI for Demand Forecasting
- AI in Supply Chain Management: AI in Inventory Management
- AI in Supply Chain Management: AI for Efficient Warehouse Management
- AI in Supply Chain Management: AI in Logistics and Transportation
- AI in Supply Chain Management: Future Trends and Challenges in AI Supply Chain
- AI in Project Management: Introduction to AI in Project Management
- AI in Project Management: AI-Driven Decision

Making

- AI in Project Management: Resource Allocation and Optimization
- AI in Project Management: Risk Management
- AI in Project Management: Project Monitoring and Control
- AI in Project Management: Project Planning and Scheduling
- AI Fluency - Legal and Ethical Concerns
- AI Fluency - Intro to Generative AI
- AI in Project Management: Future Trends and Tools for AI in Project Management
- AI in Manufacturing: Introduction
- Copilot for Outlook
- AI Fluency - Quick Wins with AI
- AI in Manufacturing: Machine Learning for Predictive Maintenance
- Copilot for Word: An Introduction
- AI in Manufacturing: Computer Vision for Quality Control
- Copilot for PowerPoint: An Introduction
- Copilot for Excel: An Introduction
- AI in Manufacturing: AI-Powered Supply Chain Optimization
- Copilot for Teams: Meeting Recap Tool
- AI in Manufacturing: AI-Driven Robotics and Automation in Manufacturing
- Copilot for Teams: Using Copilot for Meetings
- AI in Manufacturing: AI for Process Optimization and Energy Efficiency
- Copilot for Teams: An Introduction
- AI Fluency - Intro to Prompts
- AI Fluency - Data Privacy
- Cybersecurity in the World of AI
- Using AI in Retail: Introduction
- Build a Foundation for Responsible AI in Your Business
- AI Cyber Security for End Users
- Using AI in Retail: Customer Experience Enhancement
- Using AI in Retail: Fraud Detection and Security
- Using AI in Retail: Store Operations and Management
- Using AI in Retail: Implementation and Future Planning
- AI Fluency - Which AI to Choose
- AI Fluency - Intro to Reasoning Models
- AI Fluency - Terms and Concepts
- ChatGPT Essentials Part 1
- ChatGPT Essentials Part 2
- Organizational Best Practices for AI
- Getting Started with Claude

- Getting Started with Gemini
- AI for Finance: Practical Tools for Better Decision Making
- AI-Powered Productivity for Business Professionals
- AI for Research and Writing
- AI Literacy: Getting the Right Kind of Help
- AI Literacy: A Complete Prompting Framework
- AI Literacy: Avoiding Mistakes, Hallucinations, and Beyond
- AI Literacy: Writing Conversationally
- AI Literacy: Vibe Coding for Absolute Beginners
- AI Literacy: AI Prompting for Beginners
- AI in Meetings: Preparation, Facilitation, and Follow-Through
- AI Literacy: Iterating and Refining AI Output
- How to Use AI to Automate Everyday Workflows
- How To Create Images Using AI
- Trust, But Verify: Human Judgment in the Age of AI