AI Fluency

Using AI effectively, responsibly and strategically

THIS SEMINAR AT A GLANCE:

- Understand what it means to be fluent in working with AI in a professional setting

- Identify appropriate tasks and workflows for AI support

- Frame tasks and problems clearly to improve AI output quality

- Create more effective prompts that produce useful results

- Evaluate AI output for accuracy, relevance and bias

- Improve AI-generated content using human judgment

- Apply AI tools responsibly to common workplace tasks

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AI Fluency

Understanding AI is one thing. Using it well is another.

AI Fluency is designed for professionals who are already experimenting with artificial intelligence and want to move beyond basic use toward confident, effective and responsible application. This seminar focuses on the practical skills, decision-making and judgment needed to collaborate productively with generative AI tools in real workplace scenarios.

Participants will learn how to frame tasks for AI, create clearer prompts, evaluate AI-generated output and decide when and how AI should be used to support business goals. The session emphasizes human oversight, professional responsibility and thoughtful integration of AI into everyday work, helping participants avoid common pitfalls such as overreliance, poor output quality or unintended bias.

This seminar focuses on a variety of generative AI tools, while remaining platform agnostic. The skills taught apply across tools and technologies, enabling participants to adapt as AI capabilities continue to evolve.

Learning Approach

Participants build AI fluency through hands-on, applied learning, including:

- Guided practice with practical exercises
- Evaluation and refinement of AI-generated outputs
- Completion of a practical AI use scenario aligned to their role

This seminar moves participants from basic use toward application, evaluation and integration, helping them work with AI thoughtfully, effectively and responsibly.

Who Should Attend?

- Professionals already experimenting with AI
- Knowledge workers, managers and team leads
- Individuals who want to use AI more effectively and confidently at work
- Organizations moving from AI exploration to adoption

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