

AI Basics for Everyday Business Users: Getting Started with AI Tools & Techniques (TTAI2005)

Price: 1895

Duration:

Delivery Methods: Virtual

Overview

Curious about AI and how it can actually help you in your role? AI Basics for Everyday Business Users: Getting Started with AI Tools & Techniques is a workshop-style, hands-on workshop-style event is built for business professionals who are new to AI and want to learn how to apply it with confidence. No technical background required!

Discover how AI can become your most valuable workplace assistant in this hands-on, instructor-led course designed for business professionals who want to work smarter, not harder. You will explore the real-world applications of AI across a wide range of business tasks and gain practical experience using user-friendly GPT tools (like ChatGPT, Gemini and others) to improve communication, generate content, analyze data, and support decision-making. Guided by an expert who understands the needs of non-technical users, you will learn how to craft effective prompts, automate repetitive tasks, and integrate AI into your existing workflows using tools you already know, such as email, spreadsheets, and document editors.

Along the way, you will develop key skills in prompt engineering, data-aware AI usage, and responsible AI practices, giving you the confidence to handle business data securely and ethically. Whether you are managing projects, handling customer inquiries, analyzing data, or writing reports, you will discover practical ways AI can make your work easier and more impactful.

Audience Profile

This beginner-friendly workshop is perfect for business professionals who are curious about AI and want to learn how to use it with confidence in their everyday work. It is especially helpful for people in roles like operations, marketing, human resources, customer service, project management, or administrative support.

You do not need any technical background to join. If you are comfortable using tools like email, documents, and spreadsheets, and you're interested in finding ways to work smarter and save time, this course is a great fit for you.

Prerequisites

No technical skills or pre-reqs required! This course is great for anyone looking to learn basic AI tool skills, without having to have a technical background. Looking to improve efficiency at work using easy to learn tools and skills, or apply these skills to make your personal life easier leveraging computer-based, user friendly assistants who are always ready to help? This course can get you there.

You just need to have basic familiarity with using computer applications and digital tools in a professional setting, such as email clients, office suites, and project management tools. It is also helpful to have a general understanding of how businesses operate, including knowledge of your own business operations and processes.

Course Schedule

Date	Time	Price	Options
08/24/2026	09:00 AM - 05:00 PM CT	1,895.00	<u>Buy Now</u> <u>Enroll</u>
06/01/2026	09:00 AM - 05:00 PM CT	1,895.00	<u>Buy Now</u> <u>Enroll</u>

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FAQ

What if I have to reschedule my class due to conflict?

Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify
TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to
info@toptalentlearning.com to avoid rescheduling penalties.

How do I enroll for this class?

Please contact our team at 469-721-6100; we will gladly guide you through the online purchasing process.

What happens once I purchase a class?

You will receive a receipt and an enrollment confirmation sent to the email you submitted at purchase. Your enrollment email will have instructions on how to access the class. Any additional questions our team is here to support you. Please call us at 469-721-6100.

What is your late policy?

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

What happens when I finish my class?

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.