AI Automation Essentials for Business Professionals

Price: 1895

Duration: 2 days

Delivery Methods: Virtual

Overview

Course Overview

This AI for Business Professionals course provides essential skills for anyone seeking to understand, evaluate, and implement AI-powered solutions in real-world business settings. Designed for non-technical professionals, team leads, and decision-makers, this course demystifies generative AI and gives you practical experience using AI responsibly and effectively in your daily work. Over two engaging days, you'll learn prompt engineering, evaluate real AI outputs, explore no-code automation tools, and calculate return on investment for department-level AI use cases.

Through hands-on labs and case studies drawn from current industry practice, you'll gain the confidence to identify where AI fits and where it doesn't. Whether you're exploring AI for the first time or looking to sharpen your strategic thinking, this course equips you with the language, tools, and frameworks needed to lead AI adoption thoughtfully and effectively in your organization.

Objectives

- **Understand the Fundamentals of Generative AI:** Learn what generative AI is (and isn't), how it works, and where it fits into business operations.
- **Explore Key Concepts and Terminology:** Get fluent in terms like models, context, tokens, prompts, hallucinations, and bias.
- **Identify Effective Use Cases for AI:** Analyze common business workflows and spot high-value tasks that are suitable for AI automation.

- **Write Clear, Targeted Prompts:** Practice building effective prompts for different roles, goals, and constraints.
- **Evaluate AI Output for Quality and Risk:** Use frameworks to assess tone, accuracy, structure, and whether the AI's response is trustworthy.
- **Build and Share Prompt Systems:** Learn how to create, maintain, and document reusable prompt libraries for team-wide adoption.
- **Mitigate AI Risks and Bias:** Understand the limits of AI, where human oversight is essential, and how to avoid unintended outcomes.
- **Leverage No-Code AI Tools:** Use platforms like Zapier and Power Automate to integrate AI into daily workflows—without writing code.
- **Measure AI's Business Impact:** Calculate time saved, error reduction, and ROI for AI implementations across different departments.
- **Apply Real-World Insights from Case Studies:** Explore how real organizations are using AI today to improve operations, reduce burnout, and increase efficiency.

Audience

- Business professionals who want to understand how AI works
- Team leads looking to improve workflows with AI tools
- Managers responsible for digital transformation or innovation
- Anyone exploring how to use AI in HR, finance, or operations
- People evaluating tools like ChatGPT, Claude, or Gemini for work
- Professionals concerned with AI ethics, privacy, or compliance
- Non-technical staff who want to use AI confidently and safely
- Anyone curious about what AI can (and can't) do in business

Prerequisites

- Basic Keyboard Proficiency: Ability to efficiently navigate and use a keyboard, including typing, copy-pasting, and basic internet browser use.

Course Schedule

Date	Time	Price	Options
12/17/2026	09:00 AM - 05:00 PM CT	1,895.00	Buy Now Enroll
10/29/2026	09:00 AM - 05:00 PM CT	1,895.00	Buy Now Enroll

Date	Time	Price	Options
08/17/2026	09:00 AM - 05:00 PM CT	1,895.00	Buy Now Enroll
06/25/2026	09:00 AM - 05:00 PM CT	1,895.00	Buy Now Enroll

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FAQ

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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.

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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.