



AI Foundations Beginners Level

Building AI Confidence for Every Professional

Understand AI • Use It Safely
Work Faster



Audience

AI is now part of everyday work. This programme gives professionals with little or no technical background a clear, practical foundation in what AI is, how it works and how to use it productively and responsibly on the job.

Ideal for:

- Professionals New to AI
- Administrative & Support Staff
- Graduates & Early-Career Professionals
- HR, Finance & Operations Officers
- Managers Preparing Teams for AI Adoption
- Anyone curious about ChatGPT, Copilot & other AI tools



Course Description

AI Foundations is a two-day entry-level program and the first step in AVA's AI certification pathway. Participants learn core AI concepts, practice prompting with leading tools such as ChatGPT, Microsoft Copilot, Claude and Gemini, and apply AI to everyday tasks like writing, research, summarizing and planning. The program also covers data privacy and responsible use, so participants can adopt AI with confidence.



Course Outline

- Module 1: Introduction to AI, Machine Learning & Generative AI
- Module 2: Exploring AI Tools: ChatGPT, Copilot, Claude & Gemini
- Module 3: Prompt Engineering Essentials
- Module 4: AI for Writing, Research & Summarisation
- Module 5: AI for Everyday Productivity: Email, Meetings & Documents
- Module 6: Responsible AI: Ethics, Data Privacy & Limitations



Training Details

Duration: 2 Days

Training Fee: N60,000 per participant (excluding tax)





Thank you



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