



AI for SMEs Training Program

Helping Small Businesses Do More With Less Using AI

Work Smarter • Grow Faster
Market Better



Audience

Small and medium businesses carry big workloads with lean teams. This program shows owners and managers how to use everyday AI tools to save time, serve customers better and market more effectively, with no technical background required.

Ideal for:

- SME Owners & Entrepreneurs
- Business & Operations Managers
- Sales, Marketing & Customer Service Staff
- Service Businesses: Retail, Hospitality, Logistics, Beauty & Food
- Consultants, Freelancers & Start-up Founders
- Anyone running or growing a small business



Course Description

AI for SMEs is a hands-on, two - day program built around the realities of running a small business in Nigeria. The training focuses on productivity, business operations and digital content and marketing.

Participants work with tools such as ChatGPT, Claude, Microsoft Copilot, Canva and leave with ready-to-use prompts, templates and workflows they can apply in their business the next day.



Course Outline

Day 1 | AI for Productivity

- AI basics for business owners, prompting, and AI for email, documents and research

Day 2 | AI for Business Operations & Digital Marketing Content

- AI for customer service, WhatsApp Business, sales, bookkeeping and planning
- Flyers, social media content, short videos and AI-powered "talking flyers"



Training Details

Duration: 2 Days

Training Fee: N50,000 per participant (excluding tax)





Thank you



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