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# STAY RELEVANT WITH AI TRAINING

A Practical 6-Hour AI Course for Working Professionals in all sectors

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## COURSE SUMMARY

Stay Relevant With AI is a one-day, hands-on course for professionals who are ready to catch up and feel confident. If you work in HR, admin, finance, project management, communications, or operations — and haven't used AI tools (or only scratched the surface) — this is for you.

**66%**

THE SKILLS EMPLOYERS SEEK ARE CHANGING FASTER IN AI-EXPOSED OCCUPATIONS

HIGHLIGHTING THE URGENT NEED FOR CONTINUOUS LEARNING AND ADAPTATION

## OBJECTIVES

- Understand key concepts and limits of AI.
- Identify how AI works in common workplace tools.
- Use AI to communicate and work smarter.
- Spot where AI can best support daily tasks.
- Consider ethical risks and responsibilities.
- Build your own AI action plan.

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## EXPECTED OUTCOMES

- What AI is — and what it's not
- How to use AI in tools you already know.
- How to interact effectively with LLM's
- How to stay ethical, safe, and strategic.
- How to save hours a week using AI for scheduling, writing, research, and planning.
- How to build your own AI action plan

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## WHO THIS COURSE IS FOR

You are a busy professional.

You have never had formal AI training.

You have heard of ChatGPT and AI tools, but do not know how to use them confidently

You want to stay productive and competitive.

## FORMAT & EXTRAS

Live online training with our trainer.
Practical exercises and real-world cases.
Includes a downloadable Toolkit PDF.

## AGENDA

**Module 1: Foundations**
Welcome & AI in context
The development of AI today

**Module 2: Everyday Tools**
Interactive learning of AI in Microsoft 365 suite, Teams, Canva, PowerPoint & LLMs in action

**Module 3: Smart Workflows**
Automate tasks
Save time, boost output

**Module 4: Ethics & Impact**
AI risks & responsibilities

**Final: Action Plan & Wrap-Up**

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## FEES & PAYMENT

| Number of Participants | Training Fee (Pre-VAT) |
|---|---|
| 1-to-1 | £450 |
| 2-5 | £750 |
| 6-10 | £1,100 |

*VAT is added to your invoice

## WHATS INCLUDED

Discovery call.
Digital workbook/worksheets & exercises.
Delivery on Microsoft Teams.
Certificates of completion. (CPD Ready).
Optional 30-day post-session support: one 30-minute Q&A during office hours.
Attendance report with screen shot.

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**For larger groups (11+) please contact us.**
**Pay securely via credit card, bank transfer, Stripe, or PayPal.**
**Choose your preferred date and time.**

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## Payment & Booking Terms.

**Booking deposit: 50%** due upon booking to secure your reservation/booking.
**Balance: 50%** due **7 days before delivery** (or on PO approval if agreed in writing).
**Short-notice bookings (≤10 business days): 100%** payable on booking.
**Cancellations & rescheduling:**
Deposit is **non-refundable**.
One reschedule allowed **≥10 business days** before delivery—deposit transfers to the new date.
Reschedules **<10 business days:** 20% fee; **<3 business days:** 50 % fee.
**Invoicing & currency:** Prices **ex-VAT**, invoiced in **GBP**.
**Payment methods:** bank transfer card online via Stripe
**Purchase Orders (enterprise):** If a PO is required, it must be issued **before** the booking is confirmed.

### Smart Savings

**Multi-buy:** Book 3+ course dates with at least 6 people per group → **£150 off per day**
**Early booking:** Confirm & pay ≥45 days pre course date → **£100 off**

## Additional Terms.

**Client responsibilities:** Provide participant names/emails, any pre-work completion, and ensure attendees can access Microsoft Teams with camera/mic enabled.
**Recording & usage rights:** Recording is NOT permitted for the client's **internal use only**. No editing, redistribution, resale, or posting on public/internal social platforms. All course materials are the confidential property of Adeptfully and are provided solely for the use of enrolled course participants. They must not be copied, distributed, or disclosed to any third party, without Adeptfully's prior written permission.

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