



Applied AI for Workplace Productivity

A responsible, practical AI course designed to help technical learners and professionals use AI to communicate, work faster, think critically, and protect information.

OVERVIEW

AI productivity program for trade schools, workforce programs, and professional training environments. The focus is on helping learners use AI responsibly as a tool for communication, planning, productivity, and career growth. By supporting continuous professional development and leveraging emerging technologies, the program helps students build job-ready skills, improve workplace effectiveness, and prepare for careers in an increasingly AI-enabled workforce..

 brilliantmindsforce.com  info@brilliantmindsforce.com



WHY INSTITUTIONS CHOOSE THIS COURSE

- Introduces AI in a practical, non-technical, career-focused way.
- Connects AI skills with employability, productivity, communication, and ethical judgment.
- Helps institutions prepare learners for a workforce where AI tools are becoming part of everyday work.

LEARNING OUTCOMES

- Apply critical thinking before accepting or using AI-generated output.
- Recognize privacy, cybersecurity, bias, and ethical risks when using AI tools.

WHAT THE PROGRAM COVERS

- 1 AI at Work: Opportunity, Judgment, and Responsible Use
- 2 Writing Effective AI Instructions: The BMF BUILD Method
- 3 Verify Before You Trust: The BMF CHECK Method
- 4 AI for Professional Communication and Customer Service
- 5 AI for Planning, Organization, and Workplace Productivity
- 6 AI for Problem-Solving, Decision Support, and Supervision
- 7 Multimodal AI at Work: Documents, Images, Voice, and Data
- 8 Safe AI Use: Privacy, Cybersecurity, Copyright, and Workplace Policy
- 9 AI Across Trades, Careers, and the Future Workforce
- 10 Capstone: Responsible AI in My Career

INSTRUCTIONAL APPROACH

- Slide-based reading
- Podcasts and audio lessons
- Video lessons

Students can choose the format that works best for their learning style.

INSTITUTIONAL FIT / IDEAL FOR

- Trade Schools
- High Schools
- Colleges & Universities
- Workforce Development Programs
- Technical and Career Readiness Programs



DURATION

Flexible



FORMAT

Online, blended, or guided implementation



LANGUAGE

English / Spanish



CERTIFICATE

BMF Certificate of Achievement



LEVEL

Entry Level

AI literacy for real work, responsible decisions, and career-ready productivity.

Ask about implementation, customization, and multi-format delivery.