

PROGRAMME BROCHURE

AI (Artificial Intelligence) Skills & Training

A practical, mentoring-led programme for professionals who want to understand AI, use it with confidence, and apply it to advance their career — no technical background required.

Programme Overview

Foundations today. Career impact tomorrow.

This programme is built for adult and professional learners who want more than surface-level familiarity with AI — a genuine, working understanding of what these tools are, how they're used in real workplaces, and how to apply them to your own role with confidence. It combines practical, hands-on skill-building with the professional English needed to talk about AI credibly in meetings, in writing, and in interviews. This is mentoring and training as much as it is tuition: the goal is that you leave able to *use* AI, not just describe it.

STAGE 1 — INDUSTRY FOUNDATIONS

Introduction to AI

You don't need to be technical to understand what AI is actually doing — you just need someone to explain it properly.

- What AI and large language models can — and can't — do, explained in plain English
- How AI tools are already shaping the software and workflows you use every day
- The vocabulary and phrasing to talk about AI with confidence in meetings, writing, and interviews
- Practical ways to start using AI tools yourself — everyday prompts, shortcuts, and time-savers for work you're already doing

STAGE 2 — CAREER PATHS

How to Start a Career in AI

For professionals looking to move into an AI-adjacent role — prompt engineering, AI-assisted operations, or becoming the "AI person" on your team.

- How AI tools are used in real professional workflows, not just in theory
- How to fold AI into your own day-to-day work — drafting, research, analysing faster
- The terminology that signals genuine fluency, not guesswork
- How to present your AI skills convincingly on a CV and in interviews

OUTCOME | Understand AI. Use it with confidence. Advance your career.

Skills Across Three Dimensions

What you'll gain by the end of the programme

TECHNICAL

Working with AI tools

- Everyday use of tools like ChatGPT, Claude, and Copilot
- Writing clear, effective prompts
- Understanding AI capabilities and limitations
- Spotting where AI fits into a workflow

SOFT SKILLS

Communicating with confidence

- Explaining AI concepts clearly to others
- Critical thinking about AI output and accuracy
- Adaptability as tools and processes evolve
- Confident interview and workplace conversation

BUSINESS

Applying AI at work

- Identifying time-saving opportunities in your role
- Using AI to support drafting, research, and analysis
- Presenting AI skills on a CV and in interviews

Who This Is For

Working professionals who want to stay relevant as AI reshapes their industry; career-changers exploring AI-adjacent roles; managers and team leads who want to guide their teams through AI adoption with credibility; and anyone who feels behind on AI and wants a clear, structured way to catch up — without jargon, and without needing a technical background.

Pricing

Simple options, whichever way you'd like to start

TRY IT FIRST

Taster Session — £25

A single 1:1 session, no obligation. A low-risk way to meet your tutor and see how the programme works before committing to the full track.

STAGE 1

Industry Foundations — £115

3 × 1:1 sessions covering the Introduction to AI curriculum in full.

BEST VALUE

Full Career Track — £275 (Save £20)

Industry Foundations + Career Paths together — 9 × 1:1 sessions in total, taking you from first principles through to career-ready confidence.

- Available as one payment of £275
- Or 3 monthly payments of approximately £92

PREFER TO LEARN AT YOUR OWN PACE?

Self-Paced Learning Packs

Same core content, without live sessions — ideal if you'd rather work through the material independently and on your own schedule.

- Introduction to AI (self-paced) — £45
- Industry Foundations (self-paced) — £60

NOTE | Taster session fee is deducted from your track price if you enrol within 14 days.

How It Works

A simple, guided path from foundations to impact

1

Start with Industry Foundations

Build a clear, plain-English understanding of AI and begin using it practically in your own day-to-day work.

2

Progress to Career Paths

Move from general familiarity to career-ready capability — practical workflows, terminology, and interview-ready confidence.

3

Apply it — Your Impact

Bring what you've learned back into your role: add value to your team, stand out as the go-to AI-literate colleague, and keep growing as the field evolves.

Format & Delivery

Delivered 1:1, at your own pace, with a structure that adapts to your starting point and goals — whether that's building confidence for your current role or preparing for a move into an AI-adjacent position. As with all ALM Learning programmes, this is personal, mentoring-led tuition rather than a fixed, one-size-fits-all course.

Ready to start your AI journey?

Get in touch to discuss scheduling, pricing, and the best starting point for you.

contact@almlearning.com