ARTIFICIAL INTELLIGENCE

AI6-1 AI and Digital Literacy for Professionals – Intermediate

This practical one-day programme is designed for professionals who already use AI tools regularly and are ready to move beyond one-off prompts. The focus is on building repeatable AI workflows, designing your own specialised AI assistants, and embedding AI meaningfully into your day-to-day work. Participants will spend the day working hands-on with current tools, including Custom GPTs, Claude Projects, Microsoft Copilot and emerging desktop AI tools such as Cowork. They will leave with a personal AI playbook of workflows ready to use in their own role.

Course Information

Duration: 1 day

London (£795): 13th July 2026, 18th January 2027, 26th July 2027, 13th December 2027, 20th March 2028

Companies nominating 3 or more delegates to attend the same programme will enjoy a special discount on the course fees.

Upon completion of one of our CPD certified courses, delegates will be awarded both an LMC certificate and a CPD certificate. No examination required.

Who is the course suitable for?

This course is designed for professionals who already use ChatGPT, Claude or similar AI tools regularly and want to move from chatting with AI to having AI do real work for them. It is suitable for individual contributors, team leads and managers across HR, marketing, finance, operations, customer service and beyond. Recommended pre-requisite: comfortable using ChatGPT, Claude or a similar tool at a basic level. Participants

who are new to AI should attend the Beginner course in this series first.

Course profile

From Prompts to Workflows

- Auditing your week: identifying where AI can realistically save time
- Building your own specialised AI assistants: Custom GPTs and Claude Projects in practice
- Prompt chaining and structured prompting: templates, roles, examples and constraints
- Hands-on: each participant builds and tests their first specialised AI assistant

AI as a Workspace

- Desktop AI tools and agents: using Cowork and similar tools to delegate complex, multi-step work
- Connecting AI to your real work: files, calendar and email
- Working across multiple tools together: ChatGPT, Claude, Microsoft Copilot and Cowork
- Hands-on: building an integrated AI workflow for one real task from each participant's role
- Personal AI playbook: three workflows to embed immediately after the course

Competencies

At the end of this course, delegates will be able to:

- Move from one-off prompts to repeatable AI workflows for recurring tasks
- Build their own specialised AI assistants using Custom GPTs and Claude Projects
- Use desktop AI tools such as Cowork to delegate larger, multi-step work
- Apply prompt chaining, structured prompting and reusable templates
- Identify and remove low-value, repetitive work from their week
- Leave with a personal AI playbook of three workflows ready to embed

Course Booking

Call us: +44 (0) 207 724 6007

Email us: training@lmcuk.com

www.lmcuk.com

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