BPP
LYCEUM EDUCATION GROUP

AI for Managers

Lead your team's use of AI **with clarity.**

Designed by management experts. Delivered by AI experts.

Apply AI to the work you already know

- Live, instructor-led training
- Applied to real management
- Foundational and Practitioner levels
- From single tasks to a workflow
- Guided practice and expert review

Manage the work. Guide how AI supports it.

Use AI to prepare, communicate and organise more effectively, while giving your team clearer direction on its use.

Why this matters now

AI is beginning to appear in the everyday work of management, from preparing for a one-to-one to structuring a plan or following up actions. Your role also involves helping others understand where its use is appropriate. These courses build both capabilities: applying AI to your own responsibilities and setting practical expectations for your team, while keeping people, context and management decisions with you.

Course 1

Foundational

Use AI more effectively in individual tasks

Work you'll recognise: briefing a colleague with AI-generated options; checking AI readings of workload or engagement data for fairness.

You'll leave able to

1. **Use AI to prepare plans, delegation briefs and team communications**
2. **Check AI interpretations of workload, performance or engagement data for evidence and fairness**
3. **Keep responsibility for people decisions and protect employee information**

Course 2

Practitioner

Use AI to connect multiple tasks into a workflow

Work you'll recognise: building an assistant for recurring onboarding questions; testing incomplete or sensitive inputs.

You'll leave able to

1. **Pick a useful AI step in onboarding and map its inputs and human decisions**
2. **Build and test a guided prototype on approved policies, including incomplete or sensitive inputs**
3. **Explain the permissions, review and escalation a team pilot would need**

At a glance

Learn

10 hours over two days
Live online and instructor-led

Apply

Within two weeks
In the workplace
One approved task based on real management work
Instructor feedback

Review in group

1 hour group clinic
Live online and instructor-led
Shared peer learnings

Ongoing support

Templates, checklists and case examples available from day one, plus 90 days of support.

Ways to join

Courses run in cohorts of 15 learners.

Have enough people for a full cohort? Train your team together, on your own management work and review standards. We can even explore tailoring.

Not quite enough people, or want to test it first? Talk to us about your team's needs.

£7,000
Full closed cohort

Cost is per course. Prices exclude VAT.

What you'll learn

Practical skills to bring AI into your role, whatever your starting point.

Course 1: Foundational

You'll learn to use AI on the task in front of you, and check the answer before you rely on it.

1. Gain confidence with AI as a manager

See where AI supports your week, from 1:1s and meeting notes to planning and delegation, with structured prompts that work.

2. Use AI for everyday management work

Plan and prioritise, turn meetings into actions with embedded tools like Copilot, and write concise team and leadership updates.

3. Use AI tools with team data

Distinguish between types of people data, assess sensitivity and turn management concerns into measurable questions.

4. Use AI responsibly as a manager

Protect employee information, set team standards for checking outputs, spot impersonation, and keep people decisions with you.

Course 2: Practitioner

You'll learn to design, build and test AI-supported management workflows, assistants and agents, with human approval before anything is released.

1. Design AI-enhanced management workflows

Separate automation, AI reasoning and judgement, assess team workflows for value and risk, and keep sensitive people decisions human-led.

2. Build and monitor management AI workflows

Ground reusable prompts in approved policies and role profiles, then test and monitor them for onboarding, 1:1s and reviews.

3. Deploy AI assistants and agents

Design a bounded team-admin agent and a grounded assistant that stays within your authority and escalates sensitive issues.

4. Run multi-agent systems

Choose specialist agents for processes like performance reviews, control what employee data passes between them and set retention rules.

Who it's for

Roles



People managers, including team leaders and department managers, regardless of seniority or time in role.

Starting knowledge



Complete an AI skills diagnostic before the course begins to benchmark your current capability.

Foundational requires no previous AI experience. Practitioner is for people who already use and check AI on individual tasks.

Not sure which course?

Course 1: Foundational
"I want to use AI better on the task in front of me."

Course 2: Practitioner
"I already use AI confidently on tasks, and now want it to create AI-driven processes and workflows."

Choose by your AI experience, not your seniority.

Time and support

Learn live for 10 hours

Training, guided labs and feedback take place over two days. Materials available from day one; no advance study is required.

Apply one task

Within two weeks, try a suitable task using an approved tool and permitted information, or use a supplied case. Keep your reviewed work and a question for the instructor.

Return with your questions

Join a one-hour group clinic around day 30. Use the templates, checklists, worked cases and feedback for 90 days.

See your progress

Ongoing capability diagnostics show where your skills and confidence are growing, and where to explore and practise next.

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Not sure where AI fits in your work?

Here's what you could learn to do.

Foundational

Use AI to explore ways to brief a colleague

- Generate and compare communication options
- Adapt them with your management judgement
- Check tone, accuracy and assumptions

Practitioner

Prototype an AI assistant for recurring onboarding questions

- Design AI support for a team process
- Test boundaries with incomplete or sensitive inputs
- Plan adoption with colleagues

Why learn this with BPP?



Lecture
See an example explained



Lab
Try it in practice



Review
Review your result with an expert

Our accelerated learning framework moves learners between focused instruction, hands-on application and structured reviews. Built on practice, feedback and repetition, it turns knowledge into reliable, in-role performance.



Partnering with more than 500 employers to develop management and leadership capability.



Delivering leadership and management training to over 19,000 learners every year.



Supporting organisations to build the skills needed to lead teams, drive change and deliver strategic outcomes.

Is AI adoption a whole workforce priority?

From everyday work to building AI tools and leading AI decisions, our training covers every level. Connect pathways across apprenticeships, degrees, certifications and short courses, so your people strategy keeps pace with your AI strategy.

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