BPP
LYCEUM EDUCATION GROUP

Working Effectively with AI

Get more done with AI. **Know when to trust the answer.**

AI for Work: where an answer is only as good as the person standing behind it.

Everyday AI skills for anyone, in any role

- Instructor-led or self-paced learning
- Applied to your own work
- No previous AI experience needed
- From first prompt to safe habit
- Guided practice and expert review

AI tools are here. Now make them count.

Generative AI drafts, summarises and answers questions from your instructions. Learn to use it well on your own work.

Why this matters now

Organisations increasingly expect people to use AI confidently and responsibly. Used well, AI saves time across writing, meetings, research, presentations and everyday admin. Used carelessly, it puts customer and business information at risk, and a confident answer can still be wrong. This course starts with the basics: what AI does well, where it falls short and how to use it safely.

Everyday AI skills

Build safe, confident habits

Use AI on your own work, and check every answer before you rely on it.

Work you'll recognise: preparing research for a presentation, and deciding what customer or business information can go into an AI tool.

You'll leave able to

1. **Identify where AI delivers genuine business value, and write focused prompts that produce useful, professional first drafts**
2. **Accelerate research, presentations and routine business tasks, and critically evaluate AI outputs for accuracy, relevance and reliability**
3. **Turn business challenges into actionable questions, and apply practical analytics thinking to make data-informed decisions**
4. **Protect customer and business information in line with GDPR and international standards, and recognise AI-enabled scams, deepfakes and synthetic content**

At a glance

Learn

10 hours over two days
Live online and instructor-led
Also available on demand, self-paced

Apply

Within two weeks
In the workplace
One approved task based on your own 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 work and in your organisation's approved AI tool. We can even explore tailoring, including longer bespoke versions.

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

Prefer your own pace? The course is also available on demand and self-paced.

£7,000	£750
Full closed cohort	per person on demand

Cost is per course. Prices exclude VAT.

What you'll learn

Practical skills to bring generative AI into your work, whatever your role.

Four modules take you from AI basics to safe, everyday use.

1 Understand AI and prompt it with confidence

Understand how AI, machine learning, generative AI and agentic AI differ and where each creates value. See how AI is changing industries and roles, and where human judgement is essential, including when supervising agent-supported work. Learn prompting techniques that get clearer, more useful results from AI tools.

2 Save time on routine work

Turn generative AI into a practical productivity tool. Use it as a virtual assistant for routine tasks, find information and produce research and reports faster without losing accuracy, and create clearer presentations in less time. Use the AI features built into familiar business tools to cut manual effort.

3 Ask better data questions and decide with evidence

Build practical data literacy. Recognise different types of data, see how analytics reveals patterns, trends and opportunities, and turn everyday business problems into clear, measurable questions. Use AI tools with data and the right choice of analytics tool to make strong, evidence-based decisions.

4 Use AI responsibly and protect your data

Apply practical privacy principles to everyday tasks, in line with GDPR and international standards. Recognise AI-enabled scams, deepfakes and synthetic content, and check AI outputs for accuracy, relevance and credibility before acting on them. Explore responsible AI and the role of leadership in building trust.

Who it's for

Roles

Anyone starting out with AI or wanting to get better at it, in any function and at any level.

Starting knowledge

No previous AI experience needed, and no technical background.

Not sure which course?

Working Effectively with AI
"I have access to AI tools. I want to use them well and safely in my own work."

Automating Processes with AI
"I already know the basics and use AI myself. Now I need to make it work in the processes I own or support."

Leading AI Strategy or Leading AI Transformation
"I lead the function and need to decide where AI is worth investing in, or make my team's adoption work."

Time and support

Learn live for 10 hours

Four modules, guided labs and feedback take place over two days. Materials are 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.

Learning on demand

Prefer your own pace? Work through the same four modules on demand, when it suits you.

See your progress

A multiple-choice diagnostic at the start sets your baseline. A measure at the end shows what you've gained, and where to practise next.

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Not sure where AI fits in your work?

Here's what you could learn to do.

Prepare a first-draft summary, then check it

- Write a prompt that says who the summary is for and what it must include
- Review the draft for errors, gaps and invented detail
- Decide what information must stay out of the tool

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.

Co-created with AI and data leaders across sectors to deliver workplace-ready AI capability

Built on research-led AI expertise from our dedicated AI Centre of Excellence

Mapped to BPP's AI Adoption and Capability Framework, informed by leading global standards

We teach AI judgement that holds across tools and roles, applied to your own tasks.

Planning AI skills beyond one team?

Next, Automating Processes with AI puts these skills to work in the processes you own, and our two leadership courses help set the direction. Connect pathways across apprenticeships, degrees, certifications and short courses, so your people strategy keeps pace with your AI strategy.

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