



COURSE PROGRAMME

AI course for companies

A hands-on course built on your company's own tasks. Your team learns to use AI for everyday work: e-mails, Excel spreadsheets, price quotes, meeting minutes and documents.

3 hours (adjustable to 2 – 6)

On-site in Bratislava or online

In English or Slovak

from €390 per group of up to 10 people (3 hours)

Core programme (3 hours)

0:00 – 0:30	Introduction	What AI can and cannot do, how to give it a task	Demo
0:30 – 1:30	E-mails and customers	Replies, quotes, translations	Exercise
1:30 – 1:45	Break		
1:45 – 2:15	Calendar and documents	Google Workspace or Microsoft 365	Exercise
2:15 – 2:30	GDPR and security	What does not belong in AI	
2:30 – 3:00	Your own task	Everyone solves a real task	Practice

What your team will learn

- ✓ Customer e-mails in the right tone
- ✓ Spreadsheets, formulas and charts in Excel
- ✓ Quotes and documents from your notes
- ✓ Meeting minutes with action items
- ✓ AI in your calendar and mail
- ✓ Security and GDPR

What you get

- ✓ Course materials
- ✓ Prompt templates for your tasks
- ✓ Rules for using AI safely in your company
- ✓ Support after the course, as agreed

Who it is for

Small and medium-sized companies and their teams: reception, sales, marketing, administration, management. No technical knowledge needed.

AI Act: Since 2 Feb 2025 the EU AI Act (Art. 4) requires companies using AI to ensure AI literacy of their staff. The course helps with this; it is not legal advice or a certification.