

# BEROUND ALL ALL SERVICES ALL SE

**MODULE 1** 



## **GENERAL STRUCTURE**

Tech Smarts

#### **IMPROVE YOUR TECH SKILLS**

By sharing new developments and capabilities through use cases and demos, our Al training program arouses curiosity and promotes learning.

Personal Growth

#### **CLAIM YOUR PERSONAL GROWTH**

Learning about AI is all about understanding ourselves in relation to this emerging world so that we can embrace and explore the new tools with courage, and use them to our advantage.

Fun & Applicability

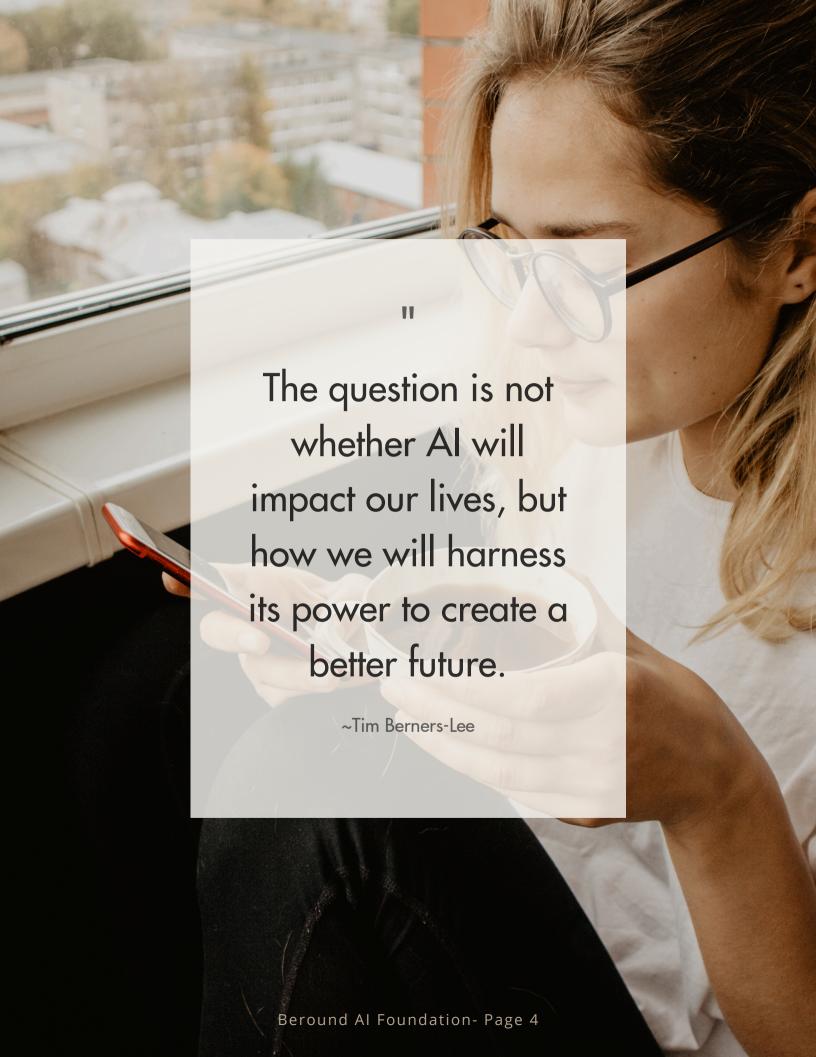
#### PRACTICING WITH FUN

Because we remember better what we have learned through practice and play, we strengthen our understanding by experimenting together in a fun way in individual and team exercises.

Book Ends

#### **BEGIN AND END**

Each training session is started by connecting the individual training components and we end with reflecting on our personal development plan, incorporating insights and implementation ideas.





## **OVERVIEW**

This brochure will give you an overview of the course content and logistics. Our goal is to inform both participants and planners to prepare and implement the sessions.



Each module is detailed in a detailed content page and a page for logistics.



In that content page we also indicate which assignments we would like to personalize with you.



For the training we set up a Learning Management System (LMS) for the participants.



We encourage active participation from participants and trust that we can encourage this along with the leadership of those attending.

Note: The session schedule for different cohorts can be found in the appendix, identified by the relevant code.

## KICK OFF SESSION (K)

Program	Form	Time	What is needed?
Live Kick-Off AI Cursus	Online Meeting	60 min.	Laptop or PC with Microsoft Teams, a camera and microfoon



## PART 1 - AI BASICS

#### This is what you will learn in part 1 of the training:

- Understanding basic principles, history and evolution of AI.
- Breaking creative blockades and refining development plans.
- Experimenting with Al-generated art through DALL-E.

#### **TECH SMARTS**

01

We explore the basics of artificial intelligence (AI), the history and evolution of AI, and the different forms and growth stages of AI technology. Each chapter ends with a fun quiz to test and reinforce your knowledge.

#### **PERSONAL GROWTH**

02

We each have our own way of embracing or avoiding change. By understanding our own profile and learning about the theory of change, we write our own growth plan that runs as a thread through the training.

#### **FUN ACTIVITY**



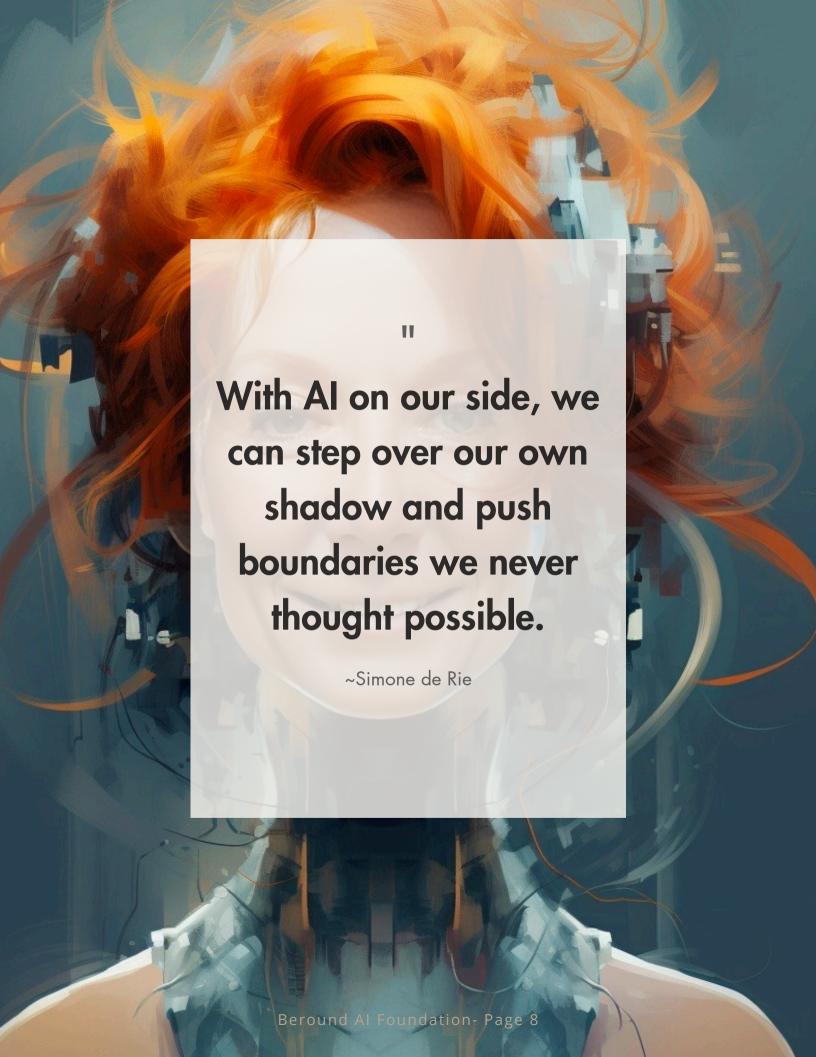
We begin our exercises with an AI art contest around a theme in which we discover what is possible. We discover where a shared starting point leads us.

(**Personalization:** the theme can be determined by mutual agreement).



## **PART 1** (D1)

Program	Form	Time	What is needed?
Introduction	Self-study	10 min	Access to our online LMS System
Tech Smarts	Self-study	30 min	Access to our online LMS System
Personal growth	Self-study and assignment	30 min	Access to our online LMS System
Fun activity	Self-study and assignment	30 - 60 min	Access to our online LMS System + acces to ChatGPT
Self-reflection	Self-study	10 min	Access to our online LMS System





## **PART 2 - CREATIVITY & INNOVATION**

#### This is what you will learn in part 2 of the training:

- Mastering advanced prompt engineering with DALL-E.
- Integrating AI tools into your personal development processes.
- Getting creative with generative Al.

#### **TECH SMARTS**

01

In this section, we dive deep into the art of prompt engineering with DALL-E. We'll build on the first exercise and learn how subtle adjustments in prompts can dramatically improve the quality of Algenerated images.

#### **PERSONAL GROWTH**

02

We will discuss how we can teach our brain to become more creative (with and without AI). In addition, we will also explore how AI and AI applications can help us work on our personal development.

#### **FUN ACTIVITY**



We end this evening with a session in which we will work in groups to invent a new business with Al. How far can you go with Al to create something unique that has a good business model as well as a revenue model.



## **PART 2** (L2)

Program	Form	Time	What is needed?
Introduction		10 min	
Tech Smarts		25 min	Plenary room     with a large     screen
Personal growth		25 min	
Fun Activity	On location	45 min	<ul> <li>Plenary room with a large screen</li> <li>5 rooms for breakout sessions</li> <li>Account + Access to ChatGPT</li> <li>Minimum of 1 laptop per breakout session.</li> </ul>
Self-reflection and closure		15 min	Plenary room



## **PART 3 - CO-INTELLIGENCE**

#### This is what you will learn in this part of the training:

- Writing emotionally rich texts with ChatGPT.
- Exploring emotional intelligence in Al tools.
- Applying Al for emotional impact in communication.

# 01

#### **TECH SMARTS**

In this section, we deep dive into write emotionally rich texts with Al. We show how you can use Al to achieve various emotional goals, such as inspire, motivate and create empathy.

## 02

#### **PERSONAL GROWTH**

We will explore the intersection between emotions, AI and influence and begin to experience how these sub-fields border and begin to overlap. In the process, you will learn how you can to take advantage of new opportunities to do what was not easy or even impossible before.

#### **FUN ACTIVITY**



The fun activity, our homework this time, is to experiment with cocreation. How to use the emotional knowledge of AI to write creatively and persuasively for personal and professional purposes

(**Personalization:** the theme can be decided by mutual agreement prior to the course).

## **PART 3** (D3)

Program	Form	Time	What is needed?
Tech Smarts	Self-study	25 min	Access to our online LMS System
Personal growth	Self-study and assignment	25 min	Access to our online LMS System
Fun Activity	Self-study and assignment	30 min	Access to our online LMS System + Access to ChatGPT
Self-reflection	Self-study	10 min	Access to our online LMS System

## WALK-IN Q&A (I1)

Program	Form	Time	What is needed?
Walk-in consultation	Microsoft Teams	30 min	Microsoft Teams, camera & microfoon





## **PART 4 - YOUR AI ASSISTENT**

#### This is what you will learn in this part of the training:

- Building a CustomGPT around a given theme.
- Personalizing and improving AI solutions with design thinking.
- Hands-on integration of Al tools for various purposes.

#### TECH SMARTS

01

You'll learn how to build a CustomGPT that will make you more efficient and effective. We let you experience how to personalize and enhance AI solutions for both personal and professional purposes.

(**Personalization:** the theme can be determined by mutual agreement prior to the training).

02

#### PERSONAL GROWTH

Today we'll take a closer look at automating tasks and how we can use design thinking to develop new ways of working. In doing so, we will also go deeper into the personal change barriers we perceive in ourselves and others.

03

#### **FUN ACTIVITY**

Together we will build a bot that will simplify and automate a task.

(**Personalization:** the theme of the bot can be determined by mutual agreement prior to the training).



## **PART 4** (D4)

Program	Form	Time	What is needed?
Introduction	self-study	10 min	Access to our online LMS System
Tech Smarts	self-study	25 min	Access to our online LMS System
Personal growth	self-study and assignment	25 min	Access to our online LMS System
Fun activity	self-study and assignment	30 – 60 min	Access to our online LMS System + Access to ChatGPT
Self-reflection	self-study	10 min	Access to our online LMS System

## ONLINE SESSION (O1)

Program	Form	Time	What is needed?
Trust & Productivity - Al as your ally	Location	60 min	Plenary room with a large screen



## PART 5 - WORKFLOW & ETHICS

#### This is what you will learn in part 5 of the training:

- Deploying AI in the field of process automation.
- Discussing technical and ethical aspects in a given topic.
- Creative use of Al to create an escape room.

#### **TECH SMARTS**

01

You will discover how to use AI for automation and you will learn how to deal with challenges such as scalability and integration. We will discuss both technical and ethical aspects of AI in software testing and how to implement this effectively.

(Personalization: the topic can be determined by mutual agreement).

#### **PERSONAL GROWTH**

02

When discussing a topic like AI, various arguments are rooted in fear and in possibility. Learning to balance a healthy critical eye between these two extremes provides a dose of realism which is going to help you establish an AI compass.

#### **FUN ACTIVITY**



Today you begin your final assignment that brings together all the skills we have learned. In groups, we are going to build a room for our escape house. In doing so, we will use AI for the story, illustrations, puzzles and necessary coding.



## **PART 5** (D5)

Program	Form	Time	What is needed?
Introduction	Self-study	10 min	Access to our online LMS System
Tech Smarts	Self-study	25 min	Access to our online LMS System
Personal growth	Self-study and assignments	25 min	Access to our online LMS System
Fun Activity	Self-study and assignments	30 – 60 min	Access to our online LMS System + Access to ChatGPT
Self-reflection	Self-study	10 min	Access to our online LMS System

## **CONSULTATION HOUR (12)**

Program	Form	Time	What is needed?
Walk-in consultation	Microsoft Teams	30 min	Microsoft Teams, camera en microfoon



## PART 6 - CLOSE & CELEBRATE (L6)

In Part 6, we bring it all together and are surprised by the ingenuity and creativity of ourselves and our fellow students.

We play the escape house, receive our certificates and celebrate a fun and inspiring conclusion to module 1.

Program	Form	Time	What is needed?
Introduction and inspiration	Location	15 min	Plenary room with a large screen
Escape House game		75 min	Break out rooms and Access to our online LMS System
Certification and Celebration		15 min	Plenary room
Photo moment and afterglow		30 – 60 min	Time to socialize



## DATES FOR COHORT 1 - 2025

Code	Туре	Date	Location
K	Kick-off	Thursday, January 9 17:30 - 18:00 hrs.	Online
DI	Part 1	Thursday, January 9 till Wednesday, January 15	Self-study
L2	Part 2	Thursday, January 16 18:00 - 21:00 hrs.	Live
D3	Part 3	Thursday, January 16 till Wednesday, January 29	Self-study
11	Walk-in	Thursday, January 23 17:00 - 17:30 hrs.	Online
01	Online	Thursday, January 30 17:00 - 18:00 hrs.	Online
D4	Part 4	Thursday, January 30 till Wednesday, February 5	Self-study / group assignment
12	Walk-in	Thursday, February 6 17:00 - 17:30 hrs.	Online
D5	Part 5	Thursday, February 6 till Wednesday, February 12	Self-study / group assignment
L6	Part 6	Thursday, February 13 18:00 - 21:00 hrs.	Live



## **OUR INSTRUCTORS**









Our instructors are not only experts in the technical field of AI. They combine extensive experience in the technical world with knowledge of accounting, training, innovation, implementation guidance and personal development.

By combining these diverse areas of expertise, we create a unique training course that is tailored to the needs of the participant, taking everyone into the world of AI.



--- a smile-enabling company creating a happiness ecosystem ---

# THANK YOU!

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