PROGRAMME SYLLABUS | SELF-PACED AI SKILLS COURSE

AI Skills Sprint: Building AI Skills

Use AI well at work in about five hours. Learn how generative AI works, write better prompts with GAA's FRAME method, set up your own AI workspace and use AI on a real business task, then check the output before you trust it.

AT A GLANCE

- About 5 hours across 5 short modules
- Hands-on exercises on your own everyday work
- The GAA Prompt Pack of work-tested templates
- Beginner level: no technical background needed
- Self-paced and online, with 6 months of access
- Certificate of completion

COURSE OVERVIEW

Get real value from AI at work

Most professionals have tried an AI tool. Far fewer use it well enough to save real time or produce better work. The difference is rarely the tool. It is knowing what to ask, what to check and where AI fits in your day.

The AI Skills Sprint gets you there in about five hours. You learn how generative AI works and where it goes wrong, how to write prompts that get useful answers using GAA's FRAME method, and how to set up an AI workspace for your own role. Then you put it to work on a realistic client task: analysing data, drafting a recommendation and presenting it.

The course is self-paced and fully online, built around short video lessons, quick checks and hands-on exercises. No technical background is needed. You finish with a personal AI action plan and the GAA Prompt Pack, a set of work-tested prompt templates you can use straight away.

WHAT YOU WILL LEARN

AI skills you can use tomorrow

Practical habits for getting better answers from AI and using them safely.

- How generative AI produces its answers, in plain terms
- What AI does well at work, and the mistakes it makes
- How to give AI the context it needs with GAA's FRAME method

- How to let AI ask you questions before it answers
- How to set up custom instructions, projects and saved prompts
- How to choose between free and paid AI tools
- How to analyse data and draft a recommendation with AI
- Where simple AI agents fit, and where a person must check the work
- How to verify AI output before you rely on it
- How to keep confidential and personal data safe

COURSE OBJECTIVES

By the end of this course, you will be able to

Understand AI
Explain how generative AI works, what it does well and where it goes wrong.

Prompt with FRAME
Write clear prompts using Facts, Role, Ask, Make and Evaluate.

Set up your workspace
Build an AI workspace with instructions, files and saved prompts for your role.

Work on a real task
Use AI to analyse information and draft a data-backed recommendation.

Check before you trust
Verify AI output and keep confidential data out of the wrong places.

Build the habit
Leave with a 30-day action plan for using AI in your work.

HOW THE SPRINT WORKS

Short, practical and built around your work

Five short modules, each with video lessons, a quick check and an exercise you do on your own work.

Short video lessons
Clear, practical lessons you can watch in a lunch break.

The FRAME method
GAA's five-step method for getting useful answers from any AI tool.

Your own AI workspace
Set up instructions, files and saved prompts for the work you actually do.

A real client task
Take a business scenario from raw data to a recommendation and slides.

Quick checks
Short checks after each module so you know the ideas have landed.

The GAA Prompt Pack
Work-tested prompt templates for emails, reports, analysis and more.

CURRICULUM

Course curriculum

The AI Skills Sprint has 5 short modules, about 5 hours in total, ending with your 30-day AI action plan.

1. **Module 1: How AI Works, and Where It Goes Wrong**
   Welcome to the AI Skills SprintLessonHow generative AI produces its answersVideoWhat AI does well at workVideoThe mistakes AI makesVideoExercise: spot the errorsExercise
2. **Module 2: Prompting with FRAME**
   The five steps of FRAMEVideoLetting AI ask you questions firstVideoFRAME on emails, reports and analysisVideoExercise: rewrite three weak promptsExercise
3. **Module 3: Set Up Your AI Workspace**
   Free and paid toolsVideoCustom instructionsVideoProjects, files and saved promptsVideoWhat never to uploadVideoExercise: build your workspaceExercise
4. **Module 4: AI on a Real Task**
   Analysing data with AIVideoDrafting a recommendationVideoPresenting it to the clientVideoSimple agents and human checkpointsVideoExercise: the client recommendationExercise
5. **Module 5: Check It, Then Trust It**
   The verification checklistVideoConfidential data and the NDPAVideoWhen to say you used AIVideoFinal task: your 30-day AI action planAssignment

WHAT IS INCLUDED

Everything you need to start using AI well

5 short modules
About five hours of focused, practical teaching you can fit around your work.

Hands-on exercises
Every module ends with an exercise on your own emails, reports or analysis.

Beginner friendly
No technical background needed. A free AI tool is enough to start.

Learn on any device
Fully online and self-paced, with six months of access.

GAA Prompt Pack
Work-tested prompt templates you can use straight away.

Certificate of completion
A Global Analyst Academy certificate to add to your CV and LinkedIn profile.

WHO THIS COURSE IS FOR

Built for anyone who wants to work smarter with AI

If you have tried AI tools but are not yet getting real value from them, this course is for you.

- Working professionals in any role or industry
- Managers and team leads who want to set an example

- Early-career professionals and recent graduates
- Career switchers building in-demand skills
- Entrepreneurs and small business owners
- Teams whose organisation wants everyone using AI safely

FAQ

Frequently asked questions

What is the AI Skills Sprint?
A short, self-paced online course from Global Analyst Academy that teaches you to use generative AI well at work. In about five hours you learn how AI works, how to prompt with GAA's FRAME method, how to set up your own AI workspace and how to check AI output before you rely on it.

Do I need a technical background?
No. The course is built for non-technical professionals. You need a laptop or phone and access to a free AI tool such as ChatGPT, Claude, Gemini or Copilot.

What is the FRAME method?
FRAME is GAA's five-step method for any important AI conversation: give the AI the Facts, assign it a Role, let it Ask you questions, tell it what to Make, then Evaluate and improve the answer.

How long does the course take?
About five hours across five short modules. It is fully self-paced, and you have six months of access from the day you enrol.

Which AI tools does the course use?
The methods work with any leading AI tool. Examples use popular tools such as ChatGPT, Claude, Gemini and Copilot, and the course explains what you get from free and paid plans.

Will I get a certificate?
Yes. Complete all lessons and submit your 30-day AI action plan to receive a Global Analyst Academy certificate of completion.

Can I enrol my team?
Yes. The AI Skills Sprint works well as team training. Visit our corporate training page or contact us to discuss your team's needs.

Ready to take the next step?

See current fees, dates and how to enrol:
globalanalystacademy.com/ai-skills-sprint/

Not sure it is the right fit? Book a free consultation:
globalanalystacademy.com/book