



Generative AI for Professionals

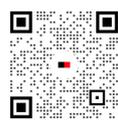
Generative AI for Professionals

🕒 2-3 hours 📍 Online (self-paced) 💰 \$ 295

This course is designed to give you a solid foundation in generative AI and its transformative potential for boosting workplace productivity.

It explores the fundamentals of generative AI, including its various types, significance, ethical implications, and technical limitations. You will gain practical insights into how to apply generative AI across different business functions, enhancing productivity through the use of generative AI tools in real-world work scenarios.

Note: This is a self-paced online course, accessible anytime and anywhere – flexible learning. Since this is an application-based course, you will need access to at least the free version of ChatGPT or Microsoft Copilot to participate in the hands-on, task-based activities.



Discover more at swi.nu/example

Learning outcomes

Upon completion of this course, participants will be able to:

- identify opportunities to enhance productivity using generative AI tools
- apply generative AI tools to real-world tasks or scenarios allowing them to immediately apply their knowledge in their professional environments
- stay competitive in a rapidly evolving AI-driven landscape, ensuring they remain relevant and adaptable in their roles
- gain hands-on learning through interactive activities and guided tasks to build confidence to apply AI tools for various workplace functions like time management, communication, and task automation
- integrate generative AI into daily workflows
- evaluate the ethical and technical challenges of generative AI for responsible and effective implementation.

Skills outcomes

Through this course, participants will develop the following skills and knowledge:

- Productivity enhancement
- Real-world application of AI
- Ethical AI integration
- Understand the fundamentals of generative AI

Who should attend?

Introductory course to using generative AI in the workplace is suitable for professionals across different industries. It is relevant to entry-level positions, right through to management and leaders.

What you can expect

- a workbook to take home or to work that you can reference back to
- the immediate knowledge and confidence to implement your new skills.

Pre-course work

There are no pre-requirements for this course.

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The Swinburne Edge difference

Swinburne Edge is a division of Swinburne University that exclusively services professionals. We offer professional development to people with existing skills and experience, who are ready to up-skill or formalise their skills for their next career stage.

Immerse yourself in a Swinburne Edge short course or qualification to enhance your current knowledge with fast-tracked, practical learning that gets you to your goal faster.

For further information, contact our Continuing Professional Education Advisors on 1800 633 560 or edge@swinburne.edu.au.





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