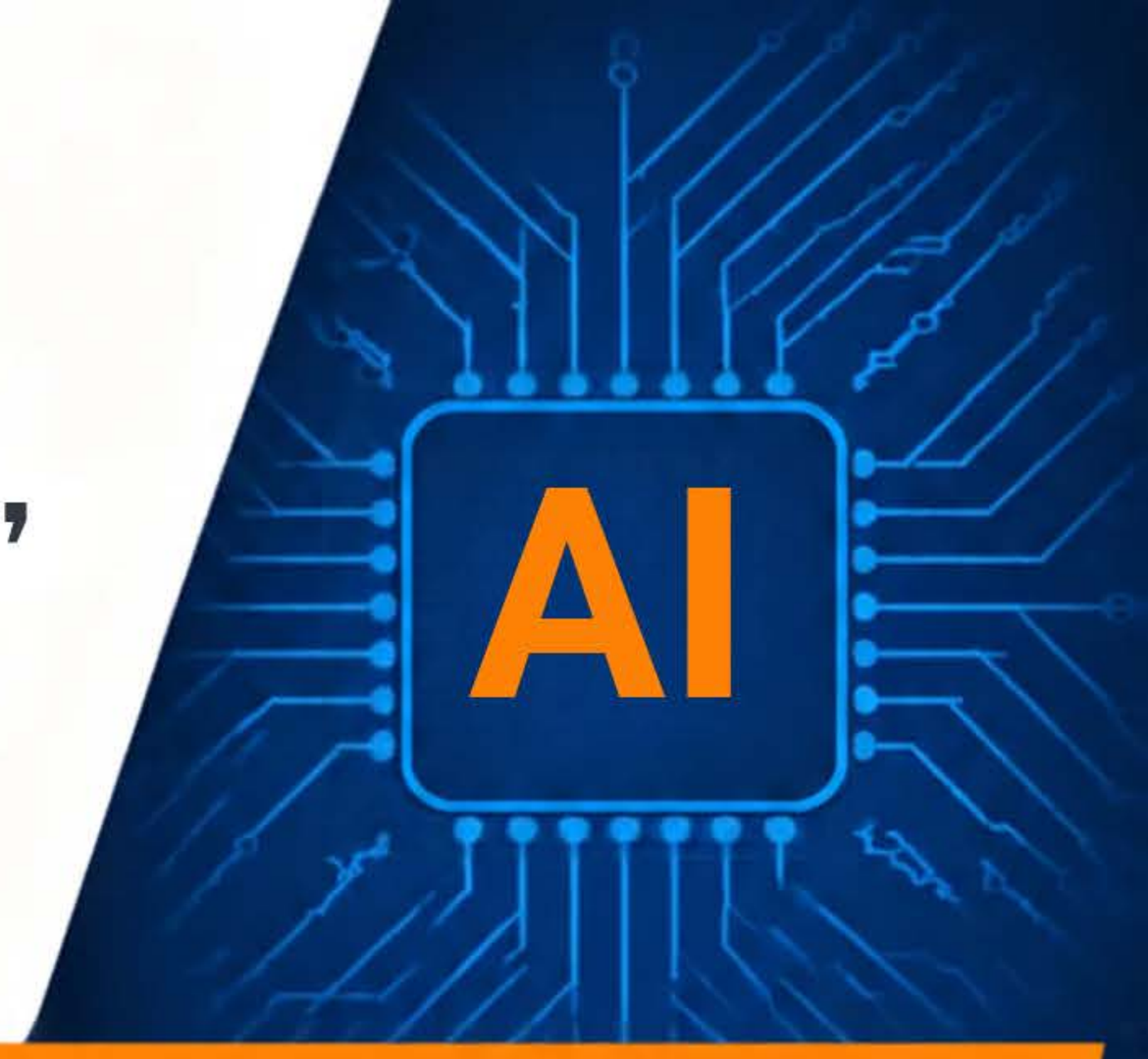
AI AT WORK: PRACTICAL, SAFE, AND READY



Hands-on AI training for small business owners, entrepreneurs, businesses, professionals. With the tools and knowledge to harness the power of artificial intelligence.

- 4 Training modules each 3 hours each
- Supervisor add-on and industry labs available
- Bring AI training to your team.

Dates:
April 7, 14, 21, 28, 2027
Time: 9:00 am – 12:00 pm each Wednesday

Training modules (3 hours each).

1 Module 1: Safe and Responsible AI

What AI does well and where it makes mistakes. What never goes into AI (client, patient, and personnel information). Using AI already built into your tools, safely. Takeaway: a one-page safe-use checklist.

2 Module 2: AI for Documentation and Everyday Writing

Turn rough notes into reports, logs, and case notes. Templates for recurring documentation. Emails, summaries, and meeting notes. Takeaway: a personal prompt library.

3 Module 3: AI for Data, Reporting

Clean and summarize spreadsheet data. Spot trends and build simple reports. Gather outcomes data for grants, reports, etc. Takeaway: one report from your own data.

4 Module 4: Workflows and Automation

Map a workflow and find bottlenecks. Build a simple custom assistant from your procedures. Automate one repetitive task with a no-code tool. Takeaway: one working workflow improvement.

Contact the COS Training Resource Center

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Website:cos.edu/trainingcenter

COS TRAINING RESOURCE CENTER