



DIVERSEcity SKILLS TRAINING CENTRE

*Getting you ready for
the workforce!*



Essential AI Skills for the Future of Work

This four-day hands-on course will empower professionals with **practical AI skills to boost productivity, enhance communication, manage projects smarter and automate repetitive tasks**. The course will also focus on **responsible AI use**, ensuring participants understand the importance of privacy, ethics and avoiding bias when using AI in their work. Whether you're drafting reports, creating presentations, researching trends or streamlining your workflows, this course will show you how to **work smarter**, not harder with AI.

Course Information

Training time	4 days / 24 hours 9:30 am – 3:30 pm
Fee	\$500*
Delivery options	In-person at DIVERSEcity
Who should attend	• Professionals who want to work smarter with AI • Anyone interested in upskilling for future-proof careers • Teams looking to boost productivity and creativity

**Subsidies may be available through WorkBC.*

Course Outcomes

- Understand the key principles of responsible AI use, including privacy, data protection and bias reduction.
- How to use AI for faster research and smarter decision-making.
- Master AI writing tools for emails, reports and content creation.
- Use AI to design presentations and documents in minutes.
- Manage projects and meetings with AI-powered tools.
- Automate repetitive work tasks using AI agents and workflows.

**Find our Course Schedule and descriptions
of all our courses at dcrs.ca/STC.**



REGISTER



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