



Upskill in AI

Live Online CPD Certified Training

Upskill your team in a day with Westminster Insight's live, online AI training courses, built for professionals. Our AI training courses give individuals and teams practical, jargon-free skills for adopting AI with confidence.

Why Choose Our Courses

Our AI training courses offer valuable learning outcomes, including:

- **AI fluency** - learn how to use AI effectively at work
- **Hands-on experience** of the top, time-saving tools to apply to your work immediately
- **AI governance** - how to make adoption stick and get the safeguards right

Courses run for one day and are fully online. All are **CPD certified** and led by trainers who've lived through real digital transformation, not consultants reading from a script.

Who Our Courses Are For

Our courses are tailor-made for individuals upskilling on their own and small teams adopting AI together. **No prior technical background is needed.**

Professionals across **policy, communications, project management** and **operations** will find these courses useful, including those working in public sector fields such as **health, housing, police and education, and in private sector organisations.**

Upcoming Courses

AI Governance for the Workplace | Tue 25 Aug | 09:30-15:45

Learn how to apply effective AI governance and support safe, responsible and compliant AI use across your organisation. The course will cover:

- **Core principles of responsible AI** - fairness, transparency, accountability, safety and contestability
- Data protection - **what information can and cannot be shared with AI tools**
- Key categories of **AI risk** and how to assess, mitigate and monitor risks
- What “good” looks like in practice

Microsoft Copilot for the Workplace | Tue 29 Sep | 09:30-16:30

Most people use a fraction of what Microsoft Copilot can do. This course gives you a clear, jargon-free introduction to the tool and shows you how to apply it to your day to day work. What you'll learn:

- How to use the **key features** of Copilot
- How Copilot connects to **Outlook, Teams, Word, Excel** and **PowerPoint**
- Practical experience by completing exercises with support of the trainer
- How to apply Copilot to **brainstorming, editing** and **designing communications**
- Department specific uses of Copilot in **HR, Marketing, IT, Customer Service** and **Sales**

Essential AI for the Workplace | Tue 8 Dec | 09:30-16:30

Get a clear understanding of which AI tools are right for you and how to use them effectively, safely and responsibly in your day-to-day work. What you'll learn:

- **Pros and cons of leading AI tools** and where they add the most value
- How to create **effective prompts** to produce reliable outputs from AI systems
- Why **AI hallucinations** occur and how to mitigate them
- Best-practice principles for **ethical AI use** and how to apply them
- An update on the current AI landscape through real life **case studies**

Our Trainers

Nicola Cain, CEO and Principal Consultant at Handley Gill Limited, a legal and regulatory compliance consultancy specialising in AI regulation, data protection and online safety.

Alan Rutter is specialist in deploying generative AI. Alan has over two decades of experience working across digital, print and live content. Alan has worked with government departments, local authorities, the NHS, media brands, charities and start-ups, and teaches for General Assembly.



The Knowledge Exchange Group is a proud, certified CPD member (membership reference number 16420).

Find out more about our tailored training solutions by contacting us on 0345 647 9000 or email learning@westminsterinsight.com