Garnet
Garnet Global Training Center

GGT-DT-120

AI, Digital Transformation & Cybersecurity

ChatGPT & AI Assistants at Work

استخدام المساعدات الذكية في العمل

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (practitioner)**

Overview

ChatGPT & AI Assistants at Work focuses on how the work is actually done: the methods, checks and decisions practitioners use every day, illustrated with real cases from the region. Practical AI, data and security skills for organisations moving their work onto digital platforms. You can join a public session in one of 20 cities or live online, in English or Arabic, or bring the course in-house with examples from your own operations.

What you will be able to do

- Apply the methods and standards of ChatGPT & AI Assistants at Work to real tasks.
- Diagnose common problems and identify root causes.
- Interpret data and results correctly and act on them.
- Follow safe, compliant and documented work practices.
- Avoid the mistakes that most often cause rework or failure.

Who should attend

Managers, IT and data professionals, analysts and digital transformation teams. Practitioners with one to five years of experience benefit most.

Key topics

- AI use cases and value mapping
- Data quality and governance
- Hands-on tools and prompting
- Security threats and controls
- Responsible AI and regulation
- Roadmaps and change adoption

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

WhatsApp: +971 56 674 7382

Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 ChatGPT & AI Assistants at Work: principles and standards

- Security threats and controls
- Group discussion and peer review

Day 2 Methods and tools in practice

- Responsible AI and regulation
- Roadmaps and change adoption

Day 3 Diagnosis and problem solving

- AI use cases and value mapping
- Measurement and reporting

Day 4 Quality, safety and documentation

- Data quality and governance
- Hands-on workshop on a workplace challenge

Day 5 Workshop, assessment and action plan

- Hands-on tools and prompting
- Common mistakes and how to avoid them

10-day outline

Day 1 ChatGPT & AI Assistants at Work: principles and standards

- Security threats and controls
- Group discussion and peer review

Day 2 Methods and tools in practice

- Responsible AI and regulation
- Roadmaps and change adoption

Day 3 Diagnosis and problem solving

- AI use cases and value mapping
- Measurement and reporting

Day 4 Quality, safety and documentation

- Data quality and governance
- Hands-on workshop on a workplace challenge

Day 5 Workshop, assessment and action plan

- Hands-on tools and prompting
- Common mistakes and how to avoid them

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Regional and international case studies

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Checklists and templates to take away

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
19–30 Apr 2027	10-day classroom	Barcelona	English	8,950
11–15 Jul 2027	5-day classroom	Jeddah	English	4,750
1–5 Aug 2027	5-day classroom	Amman	English	4,750
18–22 Oct 2027	5-day online	Live online	English	2,950
16–20 Jan 2028	5-day classroom	Riyadh	Arabic	4,750
17–28 Apr 2028	10-day classroom	Barcelona	English	8,950
1–12 May 2028	10-day online	Live online	English	5,450
17–21 Jul 2028	5-day classroom	London	English	4,750
1–5 Jan 2029	5-day classroom	Istanbul	English	4,750

Dates	Format	City	Language	Fee (USD)
5–9 Feb 2029	5-day online	Live online	English	2,950
4–15 Mar 2029	10-day classroom	Doha	Arabic	8,950
16–20 Apr 2029	5-day classroom	Kuala Lumpur	English	4,750
4–15 Feb 2030	10-day classroom	Kuala Lumpur	English	8,950
1–5 Apr 2030	5-day classroom	Casablanca	English	4,750
8–12 Jul 2030	5-day classroom	Istanbul	English	4,750
16–27 Sep 2030	10-day online	Live online	Arabic	5,450

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/