



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

AI in the Workplace — Four-Hour Session

A short, safe starting point before AI use spreads unchecked

Duration: Four hours | **Level:** Foundation

The business problem

Staff have started using AI on their own, but the organisation has not yet agreed what is safe to share, how output must be checked or who is accountable.

A full-day programme may not be possible yet. Leaders still need the essentials in place quickly.

You need this course if...

- You need a foundation session before a wider AI rollout
- Time away from work is limited to half a day
- POPIA and confidentiality are the immediate concern
- Managers need to understand AI risk and accountability first

How this course solves it

A focused, foundation-level session that prioritises the most critical elements of safe and effective AI use in the workplace.

Because of the time available, not all modules are covered in full depth. Role-specific and more technical application is covered in extended programmes.

Who should attend?

- Managers and team leaders
- Employees starting to use AI tools at work
- Organisations preparing for a wider AI rollout

Course content

1. What AI Really Is in the Workplace

- Generative AI in a business context
- What AI can and cannot do
- Core principle: AI produces language, not truth.
- Human accountability and decision-making

2. Data, POPIA & Safe Use

- Data classification in a workplace environment
- What information can and cannot be shared
- POPIA considerations and compliance behaviour
- Safe prompting practices

3. Practical Workplace Use of AI

- Professional email drafting and communication
- Structuring summaries, notes and basic documents
- Using AI to improve clarity and productivity
- Human review and approval

4. AI Errors, Hallucinations & Risk Awareness

- AI limitations and failure patterns
- "Confidently wrong" outputs
- Bias and misinterpretation risks
- Verification habits and critical thinking

5. Responsible AI Use & Workplace Guidelines

- Role-based boundaries and acceptable use
- Management oversight and accountability
- Implementing basic workplace AI guidelines
- Creating a responsible AI culture

6. Programme Close & Next Steps

- Key takeaways for immediate application
- Recommended next steps (team rollout or extended training)

After the course

Delegates will be able to:

- Explain what AI can and cannot do at work
- Apply basic data classification and POPIA-aware sharing rules
- Use AI for everyday communication with proper human review
- Recognise hallucinations and confidently wrong output
- Understand management oversight and next steps for the organisation

Training format

Duration: Four hours

Level: Foundation; detailed and role-specific application is covered in extended programmes

Related courses

AI in the Workplace

Governance-led, practical AI use across ChatGPT, Microsoft Copilot and Claude. [View course](#)

Executive AI Training

Half-day executive overview of AI value, risk and next steps. [View course](#)

ChatGPT for Business

One-day hands-on programme using the CAG Source-to-Output Method. [View course](#)

Microsoft 365 Copilot Training

Practical, responsible use of Copilot across Microsoft 365. [View course](#)

Next step

To book this course for your team, or to discuss a version tailored to your organisation, contact Arnold Muscat on 083 778 4903 or sales@collegeafricagroup.com.

Course page: collegeafricagroup.com/ai-in-the-workplace-training/ | [What our clients say about us](#)

Regards

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