



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

Executive AI Training — Half-Day Corporate Workshop

Leaders are being asked to approve AI. Few have a clear way to judge value and risk.

Duration: 3–4 hours | **Delivery:** Onsite or virtual | **Format:** Executive briefing, demonstrations, discussion and Q&A

The business problem

Executives face pressure to "do something with AI" while hearing conflicting claims about tools, savings and risk.

Without a framework, organisations either stall or automate the wrong things, including processes that are already broken.

You need this course if...

- Your leadership team needs a shared understanding of AI before investing
- You want to know where AI can add value in your organisation
- Governance, confidentiality and accountability need executive attention
- You need sensible next steps rather than a technology wish list

How this course solves it

A focused executive overview of where AI can create business value, the risks and responsibilities that come with it, and how to identify sensible next steps.

This is an awareness and decision-making workshop, not software training.

Who should attend?

- Executives and senior managers
- Departmental heads
- Decision-makers responsible for AI investment, governance or adoption

The Four Levels of AI Use

- **Level 1 — AI Assistant:** emails, summaries, documents, agendas and meeting notes
- **Level 2 — AI Analyst:** reports, Excel, business data, trends, comparisons and anomalies
- **Level 3 — AI Researcher:** market, competitor, industry, policy and executive research
- **Level 4 — AI Workflow Partner:** reporting, meetings and multi-step organisational processes

Workshop structure

1. Where Can AI Add Business Value?

- Concise AI landscape and workplace context
- Brief positioning of ChatGPT, Microsoft Copilot, Claude, Gemini and relevant business AI environments
- Using the Four Levels to separate productivity, analysis, research and workflow improvement

2. CAG AI Decision Framework

- Problem → Information → Outcome → Tool → Context → Verify → Value
- Applied to a realistic executive scenario
- Start with the business requirement, not the technology

3. Prompt Failure Lab & Human Verification

- A vague instruction vs a contextual, structured business request
- Demonstrating hallucinations or unsupported assumptions
- The CAG Human Check for verification and accountability

4. AI Doing Real Work

- Selected demonstrations: documents and communication, analysis and research, meetings
- Microsoft 365/Copilot or other AI tools where relevant
- Focus on business outcomes rather than product features

5. Risk, Governance & Management Responsibility

- Confidentiality, sensitive information, approved tools and responsible use
- Human oversight, governance and organisational accountability
- Short executive AI Risk Challenge

6. From Task to Workflow & Business Value

- Do not automate a broken process
- Fix → Standardise → AI Assist → Automate → Measure
- Introduction to AI Workflow Discovery and simple business-value thinking

Executive Q&A & Live Scenarios

Participant-led questions and real use cases, discussed using the CAG framework.

After the course

Executive takeaway:

- I understand what AI can and cannot do
- I know where it may create value in our organisation
- I understand the risks we need to manage
- I know what we should investigate next

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Further options

AI in the Workplace

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

Two-Day AI in the Workplace Programme

Extended programme for teams after the executive overview.

AI Workflow Discovery

Consulting to find where AI can genuinely improve your processes, and where it should not be used. [View course](#)

Bespoke AI training

Governance, adoption and role-specific AI training.

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/executive-ai-training/ | [What our clients say about us](#)

Regards

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