mtraining



AI for Leaders

1 Day Private Course| Classroom or Online

Google ★★★★★

FIVE STAR CUSTOMER RATING

UK Register of Learning Providers

www.mtraining.co.uk

Course Overview

AI for Leaders

Learn how to use AI to support everyday leadership tasks, make better-informed decisions and communicate more effectively

Introduction

AI tools are creating new opportunities for leaders to work more efficiently; but knowing how to use them well takes practice and judgement.

This practical one-day course explores prompting techniques that work across different AI tools, using real leadership tasks to help you get useful results and assess their accuracy before acting on them.

Course Objectives

By the end of the course, you will understand how AI can support leadership tasks and how to get better results from different tools.

You will practise using AI to prepare briefings, explore decision options, review feedback and draft communications.

You'll also learn how to check AI-generated information, recognise when not to rely on it and establish sensible guidelines for its use within your team.

Who would benefit from this course?

This course is suitable for senior leaders, directors and managers who want to make effective use of AI in their work.

It is particularly relevant to those responsible for approving AI use within their teams or introducing practical guidance on its safe and appropriate use.

Highlights

- 5 Star Rated Course
- Classroom or Online
- 100% Trainer led
- Tailored to your Requirements
- 3 Months Online Support
- Detailed Course Materials
- Certificate of Completion

Google

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Course Outline

AI for Leaders

Introduction to AI for Leaders

- ✓ AI in a leadership context
- ✓ How AI tools interpret prompts and generate responses
- ✓ Strengths, limits and common failure points
- ✓ Quick wins for leaders
- ✓ Matching tools to tasks

Prompting for Better Results

- ✓ Core principles that work in any tool
- ✓ Structuring prompts with roles, context and steps
- ✓ Using examples to shape output
- ✓ Refining and iterating on responses
- ✓ Building reusable prompt templates

Judgement & Accuracy Checking

- ✓ Spotting errors, gaps and made-up facts
- ✓ Challenging and stress-testing outputs
- ✓ Knowing when not to use AI
- ✓ Verifying before you sign off

Leadership Tasks in Practice

- ✓ Preparing board papers and briefings
- ✓ Generating and comparing decision options
- ✓ Synthesising stakeholder feedback
- ✓ Drafting policies and communications
- ✓ Turning meeting notes into actions

Governance, Risk & Responsible Use

- ✓ Data privacy and confidentiality
- ✓ Disclosure and transparency
- ✓ Bias and ethical considerations
- ✓ Setting sensible team guidelines
- ✓ Building an AI use policy for your team

Action Planning & Implementation

- ✓ Building your personal prompt library
- ✓ Identifying tasks to delegate to AI
- ✓ Creating your AI workflow
- ✓ Setting goals for everyday AI use

> We all found the session incredibly useful and have been implementing some of the actions based on our learnings.

Michael A,

Nestle Health Sciences

Delivery Options

AI for Leaders

Private Inhouse Courses

This course is available as a private course for one to ten people in classroom or online.

If you want to book, please email us or call 0161 226 6032 and we will send you dates to choose from.

If you want the course content designed to your specific needs please let us know.

Venues

- ✓ Online via Teams or Zoom
- ✓ Inhouse at your offices
- ✓ At one of our training centres
- ✓ At a venue of your choosing

Timing

Normally 9:30 to 4/4:30 but this can be altered to suit you.

Private Course Pricing

From £590 + VAT*

Please call 0161 226 6032 or email info@mtraining.co.uk with details of the venue and number of delegates to receive a quote.

* Please check website or email us for latest prices.

INHOUSE (UK WIDE)

MANCHESTER

ONLINE

Click here for more details and the latest prices or email info@mtraining.co.uk



Reviews

M Training Delegate Feedback

Rachel was excellent during our training session. The mixed ability group made the knowledge transfer a challenge, but Rachel took it in her stride and adapted to the needs of her audience with ease. Will definitely be considering more training courses with M Training after our initial experience

Michaela J, GMP

The trainer had excellent knowledge of the [Power BI] subject and was very clear in her delivery. She allowed plenty of opportunities to ask questions which she answered fully

Ghazalla H, UK Parliament

Rachel was excellent in her explanations, the course was detailed, we had time to practice, no rush and overall felt a buzz once completed. Really felt like I achieved my objectives and confident to use Power BI. Looking forward to using it.

Holly L, JCET Europe

We recently engaged M Training for a Power BI course - Rachel delivered an exceptional training course which was hugely beneficial for all attendees. Rachel effectively debunked and simplified Power BI in a logical manner and the team now have a clear roadmap to building client dashboards. I would highly recommend Rachel to anyone considering IT upskilling!

Jake W, CBRE

We organised on site 2 day power BI training for 2 people. The organisation of the training was very flexible when we need to make short notice changes to the times of training required at very short notice. The training materials where very clear and detailed, as was the trainer. The trainer was also very patient and clear with her explanations and happy to help delegates unpick any errors made and discuss practical applications of what we learned into our specific working environment.

Jennifer L, GMP

The course was excellent, and covered a range of areas really well. The trainer was extremely knowledgeable and helped make the course insightful and really useful.

Neil W, Jodrell Bank

Knowledgeable and excellent in communication, plus able to answer all my questions in specific details. Also appreciated for guidance towards certification process for PL-300.

Mutlu I, Jodrell Bank

The trainer was extremely knowledgeable and created a relaxed but engaging environment.

Grace D, HarperCollins

Why choose M Training?

- Rated 5 Stars in Google, Facebook and on post-course feedback
- Highly Experienced and Qualified Trainers
- Private Courses Online and in Classroom
- Convenient locations in Manchester, Birmingham, Leeds & Liverpool
- Detailed course notes and support material
- Free Certificates of Completion
- 3 months ongoing email support
- Personal support throughout your course

How to Book

If you have any questions, or would like to book a course, send us an email or give us as call.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Visit: www.mtraining.co.uk

Payment: We will invoice you and you can pay by bank transfer or credit card.

We work with:



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Manchester: Base, Greenheys Lane, Manchester Science Park M15 6LR.
Leeds: West One, 114 Wellington Street, Leeds, LS1 1BA.
Birmingham: Cornwall Buildings, 45 Newhall Street, Birmingham, B3 3QR.
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