About YourAcademy.AI

YourAcademy.AI delivers world-class virtual AI training by real enterprise AI experts, designed to transform your team into a confident, competent AI-enabled workforce.

Co-founded by enterprise AI consultant and principal technologist, Myra Roldan, A.B.D., in partnership with enterprise learning and development expert, Nicole Papaioannou Lugara, Ph.D, YourAcademy.AI has a mission to enable every team to use AI responsibly to augment their human workforce.

About the Generative AI Associate Program

The Generative AI Associate Program is a 7-week crash course on the foundations of responsible AI use, including AI literacy, ethics, and effective use. Your team will leave with the confidence to explore AI more deeply and to augment their performance with AI technologies.

The program is delivered through blended methods, including:

- 7 live workshops led by our expert AI guides
- 5 self-paced eLearning modules
- online community to reinforce lessons with social learning
- resource library for further exploration at your own pace
- weekly office hours with our expert AI guides for more individualized attention
- progress reports

A **Certificate of Completion** will be awarded to participants who successfully complete the program. Participants will have the opportunity to **earn credits** from the University of California, San Diego and/or reaccreditation credits from the Association for Talent Development.

Generative AI Associate Program Goals

Use AI responsibly to be more effective, efficient, and impactful in your work.

Performance Outcomes:

- Speak the language of AI so that you can confidently navigate discussions about technology, ethics, and evolutions of AI.
- Get better outputs from generative AI tools with prompt engineering frameworks and techniques.
- Build a business case for AI enablement so that you can leverage the tools that support your best work and lead clients to success.

For custom training or more advanced programming, please contact us at **support@youracademy.ai**.

Syllabus

Time Commitment

The program will run for **7 weeks total with 1 week of buffer** to complete the post-training debrief and reflection.

- **Weekly Commitment:** 3 - 4 hours for eLearning, live workshop, assignments, and office hours
- **eLearning Total:** 3 hours 45 minutes
- **Live Workshop Total:** 14 hours
- **TOTAL REQUIRED COMMITMENT: 17 hours 45 minutes**

Technologies Recommended

- Laptop or desktop computer for access to eLearning modules
- Zoom for virtual live workshops
- Free or Paid ChatGPT account
- Free or Paid Perplexity.AI account

If you require specific accommodations, please reach out to support@youracademy.ai to ensure we can set you up for success.

Requirements for Successful Completion

To earn a Certificate of Completion, participants must:

- Complete all eLearning modules
- Complete all required activities (e.g., tool assessment documentation)
- Pass all assessments
- Complete a Capstone Presentation, meeting all requirements of the assignment
- Miss no more than 1 live workshop (must watch the replay)

If you require have extenuating circumstances, please reach out to your AI guide.

Course Culture

YourAcademy.AI is **a safe, inclusive space** in which all participants can learn and grow. While a variety of perspectives and civil debate are welcome, all communication must be respectful.

Anything discussed within the program related to our fellow participants' business operations and/or trade secrets must **remain confidential** and shared only with other members of the program for learning purposes.

Course Outline

	Session Title	Training Type	Key Objectives	Key Activities
Week 1				
	Start Here	Self-Paced eLearning *5 minutes*	Navigate the YourAcademy.AI platform.	Say hello to your fellow A.I.dventurers.
	What Are We Talking About When We Talk About AI?	Self-Paced eLearning *25 minutes*	Explain the difference between generative AI and AI as a whole. Define basic AI terminology. Explain, at a high level, how AI functions. Recall milestones on the generative AI development timeline. Determine the significance of generative AI for business.	Pass a pre-assessment.
	Assess AI Tools	Live Workshop *2 hours*	Identify potential risks to security imposed by AI tools. Review tool policies for "red flags." Classify tools.	Conduct an assessment of 3+ AI tools in your technology stack and/or that you want to explore.
	Office Hours with AI Guide	Small Group Coaching *1 hour*	Determined by attendees.	Ask your questions and get some answers.

Week 2

	Identify Opportunity	Self-Paced eLearning *45 minutes*	Define a problem, and determine if AI has the potential to be part of the solution. Analyze tasks to determine which subtasks to give to, share with, or keep from AI.	Draft a problem statement. Complete a task breakdown.
	Get Better Outcomes with Prompt Engineering	Live Workshop *2 hours*	Match approaches to prompt engineering to specific desired outcomes. Brainstorm potential use cases for AI to improve productivity for a specific job role. Practice prompt engineering.	Produce generative AI outputs with increased effectiveness using AI prompt engineering frameworks.
	Office Hours with AI Guide	Small Group Coaching *1 hour*	Determined by attendees.	Ask your questions and get some answers.

Week 3

	Improve Your Prompts with Frameworks	Self-Paced eLearning *15 minutes*	Leverage prompt frameworks to improve your outputs and increase your ability to mitigate the risks associated with bias.	Pass a brief assessment.
	Augment Productivity with AI Agents	Live Workshop *2 hours*	Leverage advanced prompt engineering techniques to develop an AI agent.	Build an AI Agent using a free prototyping tool.
	Office Hours with AI Guide	Small Group Coaching *1 hour*	Determined by attendees.	Ask your questions and get some answers.

Week 4

	Using AI Responsibly	Self-Paced eLearning *1 hour 15 minutes*	Identify critical ethical considerations affecting the use of AI. Mitigate data and privacy risks associated with the use of AI.	Pass a brief assessment.
	AI & Inclusion	Live Workshop *2 hours*	Apply inclusive AI use and research practices. Identify exclusionary uses of AI. Examine ethical considerations for inclusions by discussing internal use case (i.e., interactive personas/synthetic users).	Build an interactive persona using a LLM.
	Office Hours with AI Guide	Small Group Coaching *1 hour*	Determined by attendees.	Ask your questions and get some answers.

Week 5

	Build a Business Case for AI	Self-Paced eLearning *30 minutes*	Identify the components of a strong business case for an AI investment.	Develop a proposal for an AI investment, including potential impact and FAQs.
	Propose & Pitch	Live Workshop *2 hours*	Clearly articulate the potential impact and ROI of an AI investment to colleagues and/or stakeholders. Respond to questions about AI during a pitch.	Pitch an AI investment based on proposal.

👥	**Office Hours with AI Guide**	Small Group Coaching *1 hour*	Determined by attendees.	Ask your questions and get some answers.

Week 6				
📊	**Capstone Lab**	Live Workshop *2 hours*	Create a prototype for an AI solution.	Build a capstone project.
👥	**Office Hours with AI Guide**	Small Group Coaching *1 hour*	Determined by attendees.	Ask your questions and get some answers.

Week 7				
📊	**Capstone Presentations**	Live Workshop *2 hours*	Demonstrate an effective AI-enabled solution that leverages AI responsible and is aligned with business needs.	Present a capstone project.
👥	**Office Hours with AI Guide**	Small Group Coaching *1 hour*	Determined by attendees.	Ask your questions and get some answers.

Post-Training (Launches Week 7, Closes Week 8)				
📖	**Debrief & Reflect**	Self-Paced eLearning *30 minutes*	Identify key learnings. Identify questions about AI that require continued exploration. Plan continuous self-improvement efforts. Demonstrate the degree to which program outcomes have been achieved.	Complete reflection. Pass post-assessment. **NOTE:** Certificates awarded for successful completion of program.

Get Credit

Earn credits from the
University of California, San Diego

Earn recertification points towards your
CPLP or APLP from the
Association from Talent Development

Ready to Augment Your Work With AI?

Contact us at **support@youracademy.ai**, and we will be in touch within 1 business day.

Or register instantly at **https://qrco.de/genAI7**.

We look forward to working with you.