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Understanding The Foundations of Artificial Intelligence (AI)

"AI will dominate the future workplace: To be successful, you're going to have to understand it". **Mark Cuban**

Sunlodge Hotel, Tesano Accra - Ghana
29th – 30th April, 2025

Professional AI Training

This programme outlines a comprehensive two-day training course on Artificial Intelligence (AI) offered by AlphaVecta Technologies, based in the UK & Ghana. The training aims to provide participants with a thorough understanding of the foundations, applications, and practical skills for integrating AI into business processes. It covers essential topics like AI fundamentals, tools, ethics, and implementation strategies across various business functions. The course is designed for professionals from diverse backgrounds, including General Managers, IT Professionals, Data Analysts, and more.

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Course Overview and Benefits

Course Objectives

This programme aims to offer a thorough understanding of Artificial Intelligence (AI), its various applications, and the practical skills needed to integrate AI into daily business processes. The engaging two-day training and workshop will concentrate on harnessing the potential of Generative and Predictive AI, which are vital for the success of businesses and institutions.

The curriculum covers essential skills required to optimize and sustain the benefits of AI across multiple disciplines, including finance, strategy, marketing, sales, human resources, IT, and supply chain management. Special emphasis will be placed on AI tools, safety, and ethical practices to safeguard against fraudulent activities within the AI ecosystem

Key Benefits

- Be empowered to understand and utilize AI technologies, drive innovation and efficiency within your organizations.

- Have a comprehensive AI Understanding and gain a solid foundation in AI concepts, technologies, and applications. Understand how AI can be leveraged to drive business success.

- Gain practical hands-on skills in using AI tools and techniques. Learn to integrate AI into your daily business processes, enhancing efficiency and productivity.

- Stay ahead of the curve with the latest AI trends and innovations. Equip yourself with knowledge that keeps you competitive in an ever-evolving market.

- Attain cross-functional benefits whether you're in finance, marketing, IT, HR, or supply chain management. You will learn how AI can optimize processes and improve outcomes in your specific field.

- Understand ethical and safe AI practices. You'll know the importance of AI ethics and safety as well as best practices to ensure your AI initiatives are responsible and secure.

- Networking Opportunities. Connect with industry experts, peers, and thought leaders. Exchange ideas, share experiences, and build valuable professional relationships.

- Enjoy customized learning experience with certificate: Benefit from tailored content that addresses the unique needs and challenges of your business. Engage in interactive workshops that provide practical, real-world solutions.

- Receive a certificate of commitment to professional development and your new expertise in AI.

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Who Should Attend

1 **Managers and Team Leaders**

Understanding AI's potential can help them integrate AI solutions into their business processes, improving efficiency and decision-making.

2 **IT Professionals**

Gaining deeper knowledge of AI tools and techniques can enhance their skills and enable them to support AI initiatives within their organizations.

3 **Data Analysts and Scientists**

Learning about AI and machine learning models can provide them with new methodologies for data analysis and predictive modelling.

4 **Human Resources**

Understanding AI applications in talent management and recruitment can help streamline HR processes and improve employee engagement.

5 **Marketing and Sales**

Leveraging AI for customer insights, personalized marketing, and sales forecasting can lead to better targeting and higher conversion rates.

6 **Finance and Accounting**

Utilizing AI for financial analysis, risk management, and fraud detection can enhance accuracy and efficiency in financial operations.

7 **Administrative Staff**

Exploring AI-powered tools for automating routine tasks and improving productivity can make their work more efficient and rewarding.

8 **Product Development Teams**

Learning about AI-driven innovation can help them create smarter products and services tailored to customer needs. AI can help to identify product specific unique selling points and value propositions.

Day 1 Schedule

8:30 a.m. - 8:55 a.m. Coffee & Registration

9:00 a.m. - 9:25 a.m. **Welcome / Opening Remarks**

9:30 a.m- 9:55 a.m. **Training:Objectives**

11:30 a.. - 11:45 p.m. Coffee & Tea Break

11:50 a.m - 12:50 p.m **Tools and Technologies**

- Overview of AI Tools: Introduction to popular AI tools and platforms (e.g., Microsoft CoPilot, OpenAI Chat GPT, Gamma, TensorFlow, PyTorch

- Live demonstrations of simple AI applications using office tools (e.g., AI features in Microsoft Office)

15:55 p.m. - 16:40 p.m. Interactive Workshop
Hands-on Exercise: Participants work on a basic AI project using a user-friendly tool (e.g., creating a simple chatbot or predictive model).

16:45 p.m. - 17.15 p.m. Q&A and Discussion
- Open floor for questions and group discussions.

17:15 a.m. - 17.30 p.m. Close of Day 1

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10:00 a.m. – 10:40 a.m**. AI Fundamentals**

- Basics of AI, Key Concepts,
- Introduction to machine learning, deep learning, and neural networks
10:45 a.m. - 11:25 a.m. **AI in the Workplace**

- **Practical Applications:** Examples of how AI is being used in different industries (e.g., finance, healthcare, marketing, telco, government, manufacturing)
- **Case Studies:** Real-world scenarios where AI has improved productivity and efficiency

12:50 p.m. - 13:50 p.m. Lunch & Networking

- **14:00 p. - 14:45 p.m AI & Data**
- Importance of Data: Understanding the role of data in AI
- Data Collection and Management: Best practices for collecting and managing data

14:55 p.m. - 15:40 p.m. AI & Ethical Considerations
- AI Ethics: Discussion on ethical issues related to AI, including bias, privacy, and transparency.
- Guidelines and Policies: Overview of AI ethics guidelines and company policies
- he use of AI in fraud detection

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Day 2 Schedule

8:30 a.m. - 8:55 a.m.Tea/Coffee & Networking

9:00 a.m. - 9:15 a.m. Recap and Intro to Advanced Topics
- Brief review of key points from the first day
- Outline of the agenda for the second day

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9:15 a.m. - 9:45 a.m. Machine Learning Techniques
- Supervised Learning: Explanation and examples
- Unsupervised Learning: Explanation and examples
- Reinforcement Learning: Explanation and examples

9:50 a.m. - 10:35 a.m. AI Implementation in Business Processes
- AI Integration: How to integrate AI into existing business processes. e.g., marketing, finance, customer service, communications
- Automation and Efficiency: Using AI for automation and improving efficiency

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10:40 a.m. - 10:55 a.m. Tea & Coffee Break

11:05 a.m. - 11:50 a.m. AI Tools and Platforms

- Deep Dive into Tools: More detailed look at AI tools and platforms
- Hands-on Session: Participants use these tools to work on a practical AI project related to their work

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11:55 a.m. - 12:55 p.m. HACKTHON: Developing AI Models
- Model Development: Steps to develop and train AI models.
- Evaluation and Improvement: Techniques to evaluate and improve AI models
- Assess AI tools from cloud platforms including AWS, Azure and Google cloud and how they can be leveraged to help organisations improve products and services

13:00 p.m. – 14:00 p.m. Lunch & Networking

4

14:05 p.m. – 14:50 p.m. Future Trends and Continuous Learning

- Trends in AI: Discussion on upcoming trends and innovations in AI
- Resources for Learning: Recommendations for further learning and development
- How can AI be used to tackle localised issues in Ghana/Africa

14:55 p.m. - 15:30 p.m. Closing Remarks

15:35 p.m. - 16:30 p.m. Summary and Q&A
- Wrap-up of the training program and open floor for questions

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16:35 p.m. -17.00 p.m. Distribution of Certificates
- Distribution of participation certificates to attendees.

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Registration Details

Registration Methods

Tel: +44 79329 00754
 Email: info@alphavecta.com

Or Country Manager in Ghana
Tel: 054 26 46 999

Registration Methods

Please **complete the form to register** with your Full Name,

Position, Organisation, Tel and Business Email Contact

info@alphavecta.com

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Fees and Payment

GhC 2,950 / Delegate

One Delegate Standard Fee
2-Day training including
documentation, lunch &
refreshment

GhC 2,450 / Delegate

Two Delegates Premium Fee
2-Day training including
documentation, lunch &
refreshment

GhC 2,195 / Delegate

Three or more/Group Premium Fee
2-Day training including
documentation, lunch &
refreshment

Early Bird Discount Code 6WVT74GN

Receive 10% discount for all registrations by 31st Jan 2025

Methods of Payment

1. Bank Transfer – STANBIC BANK: Account Name: AlphaVecta; Account # 9040009036827
2. Email: **info@alphavecta.com** to enquire other payment options
3. Ring 054 26 46 999/ +44 79 329 00754 to register
4. Fill in your details Online at **alphavecta.com**

Note:
Please quote **delegate name(s) / invoice number and "Artificial Intelligence (AI)** as reference for bank transfers.

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Terms and Conditions

1. Fees are inclusive of programme materials and refreshments.

2. Payment Terms: Following completion and return of the registration form, full payment is required within 5 days from receipt of invoice. PLEASE NOTE: payment must be received prior to the conference date. A receipt will be issued on payment. Due to limited space, we advise early registration to avoid disappointment.

3. Cancellation/Substitution: Provided the total fee has been paid, substitutions at no extra charge up to 2 days before the event are allowed.

4. Copyright etc: All intellectual property rights in all materials produced or distributed by AlphaVecta Business and Training Consultancy in connection with this event is expressly reserved and any unauthorised duplication, publication or distribution is prohibited.

5. Data Protection: Client confirms that it has requested and consented to AlphaVecta Business and Training Consultancy retaining client information on AlphaVecta group companies database to be used by AlphaVecta group and passed to selected third parties, to assist in communicating products and services which may be of interest to the client. If the client wishes to stop receiving such information, please inform AlphaVecta local office or email **info@alphavecta.com**

6. Important note: While every reasonable effort will be made to adhere to the advertised package, AlphaVecta reserves the right to make changes to event dates, speakers or location or omit