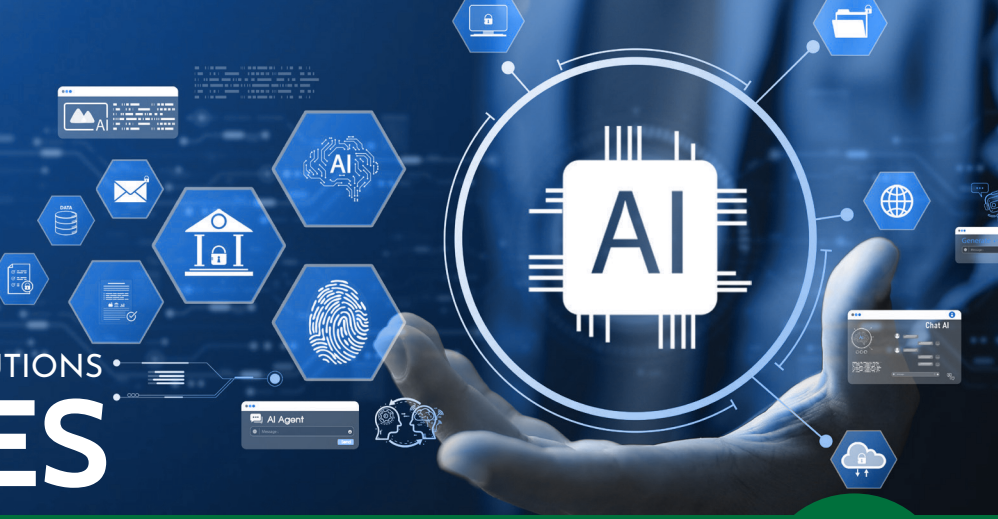




WORKFORCE DEVELOPMENT SOLUTIONS

AI COURSES



LEARN HOW TO USE AI

Artificial Intelligence (AI) tools are becoming part of everyday life—helping people write emails, plan projects, learn new things and solve problems faster. It's already reshaping how businesses market, hire, serve customers and plan for growth.

Our new AI course offerings show you how to use AI confidently and effectively, whether you're advancing your career, exploring new opportunities, growing a business, or simply want to keep up with technology.

Each course is held virtually. The cost per course is \$29 and includes all materials.

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QUESTIONS?

Email customtraining@minnesota.edu.
Visit minnesota.edu/wds to learn more.



Workforce Development Solutions

Minnesota State Community
and Technical College

AI IN ACTION: THE SMALL BUSINESS JOURNEY

Thursday, Jan. 8, 1-2 p.m.

Get the big-picture overview of AI adoption and the four stages every business goes through: awareness, consideration, adoption and integration. You'll see real examples of how entrepreneurs move forward step by step and understand where you are on the journey.

PROMPTING LEVEL 1: THE BASICS

Thursday, Jan. 15, 1-2 p.m.

Learn how to give AI clear instructions and discover the different types of prompts, from simple rewrites to role-based requests. This session will show you how phrasing and context shape the output, giving you instant confidence to start using AI effectively.

PROMPTING LEVEL 2: FRAMEWORKS FOR BETTER RESULTS

Thursday, Jan. 22, 1-2 p.m.

Go beyond basics by applying structured frameworks like RIPE and COSTAR to get more accurate, reliable and business-ready outputs. In this session, you'll see how adding a framework turns "pretty good" AI responses into consistently useful results.

PROMPTING LEVEL 3: CREATING CUSTOM GPTS

Thursday, Jan. 29, 1-2 p.m.

Take prompting to the next level by building your own custom GPTs that reflect your unique workflows, tone and business knowledge. This session will walk you through creating, training and personalizing GPTs so you have an AI assistant tailored to your business.

PRIVACY, SECURITY AND ETHICS IN AI

Thursday, Feb. 5, 1-2 p.m.

AI is powerful, but using it responsibly is critical for protecting your business. This session will cover safe practices, privacy risks, intellectual property basics, and ethical considerations so you can adopt AI with confidence.

USING AI FOR YOUR BUSINESS

Thursday, Feb. 12, 1-2 p.m.

See AI in action across real business functions like marketing, HR and operations. This session is demo-heavy, showing you practical ways to save time and improve results with examples you can apply right away.

\$29
PER COURSE



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