MERCURY

Digital Skills and AI Applications for Modern Workplaces

1 – 5 March 2027
Rome (Italy)



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Introduction

This Digital Skills and AI Applications for Modern Workplaces course equips professionals with essential digital skills and the practical use of artificial intelligence in contemporary work environments. It explores how AI applications across workplace operations, automation, and decision-making are reshaping modern workplaces. Participants will gain a strong foundation in digital transformation skills that enhance efficiency, communication, and productivity across organizational functions. The program introduces core AI concepts for productivity, enabling learners to understand how intelligent systems support daily tasks. It further develops awareness of data-driven thinking and the importance of digital literacy in a competitive business environment. Participants will adapt confidently to evolving technology-driven workplace demands.

Targeted Groups

This Digital Skills and AI Applications for Modern Workplaces training targets professionals seeking knowledge and skills:

- Office employees aim to improve the use of digital productivity tools.
- Managers and supervisors are adapting to AI-driven environments.
- HR and administrative staff are enhancing workflow automation skills.
- Fresh graduates entering modern digital workplaces.
- Business owners seeking digital transformation solutions.
- IT support staff are strengthening their understanding of applied AI.
- Trainers and educators are integrating AI tools in learning environments.

Course Objectives

Participants will achieve the following objectives by completing the Digital Skills and AI Applications for Modern Workplaces course:

- Understand core principles of digital skills training and workplace digital transformation.
- Apply AI applications in workplace tasks to improve efficiency and decision-making.
- Develop competence in using AI-powered productivity tools for daily operations.
- Recognize the role of data literacy in modern organizational success.
- Build awareness of automation technologies and their business impact.
- Strengthen problem-solving abilities using AI-driven insights.
- Learn how to integrate digital tools into collaborative work environments.
- Identify opportunities for AI for productivity improvements across departments.
- Enhance adaptability to emerging technologies in dynamic work settings.

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Targeted Competencies

Participants will gain the following competencies during the Digital Skills and AI Applications for Modern Workplaces program:

- Ability to use digital workplace tools effectively in professional environments.
- Competence in applying AI applications in workplace processes.
- Skills in managing automated workflows for improved efficiency.
- Understanding of data interpretation for informed decision-making.
- Proficiency in AI-assisted communication and content creation.
- Capability to optimize productivity using digital transformation strategies.
- Awareness of ethical and responsible use of AI technologies.
- Ability to integrate modern workplace technologies into routine tasks.
- Strong foundational skills in digital literacy and AI adoption practices.

Studying Scenarios

In this Digital Skills and AI Applications for Modern Workplaces training, participants develop skills through the following scenarios:

- Simulated office environments using AI-powered productivity tools.
- Case studies on digital transformation in organizations.
- Problem-solving tasks involving workflow automation challenges.
- Decision-making exercises using AI-generated insights and reports.
- Practical analysis of real business digitalization scenarios.

Course Content

Unit 1: Foundations of Digital Skills in Modern Workplaces

- Introduction to digital skills training and its role in workplace evolution.
- Understanding digital literacy and its importance in professional environments.
- Overview of modern workplace tools and cloud-based systems.
- Fundamentals of communication in digital-first organizations.
- Exploring the concept of digital transformation skills in business settings.
- Key differences between traditional and digital work environments.
- Introduction to productivity ecosystems used in corporate settings.
- Understanding cybersecurity awareness for daily digital operations.
- Importance of adaptability in technology-driven workplaces.
- Building confidence in using digital platforms for professional tasks.

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Unit 2: Introduction to AI Applications in Workplace Environments

- Understanding AI applications in workplace contexts and business operations.
- Overview of artificial intelligence and machine learning fundamentals.
- Exploring AI for productivity enhancement in daily tasks.
- Role of AI in decision support systems and business intelligence.
- Introduction to AI-powered communication and writing tools.
- Understanding natural language processing in workplace tools.
- Applications of AI in customer service and support functions.
- Overview of predictive analytics in business environments.
- AI integration in administrative and operational processes.
- Ethical considerations in using AI technologies at work.

Unit 3: Digital Productivity Tools and Workflow Automation

- Introduction to AI-powered productivity tools for modern workplaces.
- Using automation platforms to streamline repetitive tasks.
- Enhancing collaboration through digital project management systems.
- Integrating cloud-based tools for team coordination and efficiency.
- AI-driven scheduling and task management applications.
- Workflow optimization using intelligent automation systems.
- Digital note-taking and knowledge management strategies.
- Improving communication through integrated workplace platforms.
- Using AI tools for document creation and editing tasks.
- Monitoring productivity performance using digital dashboards.

Unit 4: Data Literacy and Intelligent Decision-Making

- Understanding the importance of data literacy in digital environments.
- Introduction to data collection and interpretation methods.
- Using AI tools for data analysis and reporting.
- Transforming raw data into actionable business insights.
- Visualization techniques for effective decision communication.
- Role of data-driven decision-making in organizational success.
- Identifying trends and patterns using digital analytics tools.
- Introduction to business intelligence systems and dashboards.
- Understanding metrics and key performance indicators.
- Applying data insights to improve workplace efficiency.

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Unit 5: AI Integration, Ethics, and Future Workplace Trends

- Strategies for integrating AI applications in workplace systems.
- Understanding the impact of AI on job roles and workforce transformation.
- Ethical use of artificial intelligence in professional environments.
- Risk management in AI-powered decision-making processes.
- Future trends in digital transformation and workplace innovation.
- Developing sustainable AI adoption strategies in organizations.
- Balancing human intelligence with machine automation.
- Building digital resilience in rapidly changing environments.
- Preparing for emerging roles in AI-driven industries.
- Long-term impact of digital transformation skills on careers.

Final Insights & Key Takeaways

Mastering digital skills training and AI applications in workplace environments is essential for long-term professional competitiveness. Organizations that adopt AI for productivity and data-driven strategies achieve higher efficiency, innovation, and adaptability in modern business ecosystems.