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AI Skills for Employment in Digital Career Transformation

22 – 26 August 2027
Online



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AI Skills for Employment in Digital Career Transformation

Ref: 121693_1043254 **Date:** 22 – 26 August 2027 **Location:** Online **Fees:** 2900 Euro

Introduction

The AI Skills for Employment in Digital Career Transformation course prepares professionals for the rapidly evolving digital workforce shaped by artificial intelligence, automation, and smart technologies. It provides participants with a structured understanding of how AI is transforming job roles, business operations, and career pathways across industries. It focuses on practical AI literacy, digital workplace adaptation, and professional competitiveness in the age of intelligent systems. Participants will explore the integration of generative AI, machine learning applications, automation tools, and digital productivity systems in modern employment environments. The program examines how AI-driven career development supports workforce readiness, job market adaptability, and long-term employability. Participants will build future-focused capabilities to align with digital transformation trends and evolving labor market demands.

Targeted Groups

This AI Skills for Employment in Digital Career Transformation training targets professionals seeking knowledge and skills:

- Job seekers entering competitive digital job markets.
- Professionals planning career transitions into AI-driven industries.
- Employees are adapting to workplace automation and digital systems.
- HR specialists supporting workforce transformation strategies.
- Business professionals are improving digital productivity skills.
- Graduates preparing for future jobs and remote work environments.
- Team leaders managing AI-integrated workflows.
- Administrative professionals enhancing operational efficiency.
- Consultants supporting digital transformation projects.
- Learning and development professionals are building workforce readiness.

Course Objectives

Participants will achieve the following objectives by completing the AI Skills for Employment in Digital Career Transformation course:

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- Understand the foundations of artificial intelligence in employment.
- Identify how AI changes job roles and workforce structures.
- Analyze digital transformation trends affecting modern careers.
- Explore machine learning applications in business environments.
- Recognize high-demand AI skills for future jobs.
- Develop AI literacy to improve workplace productivity.
- Apply automation thinking in operational tasks.
- Understand generative AI tools for content, analysis, and communication.
- Improve decision-making using AI-powered systems.
- Build strategies for career adaptability and professional growth.
- Evaluate ethical risks in AI adoption at work.
- Strengthen digital communication and collaboration competencies.
- Understand AI-powered recruitment and talent acquisition systems.
- Enhance employability through practical AI-driven career planning.

Targeted Competencies

Participants will gain the following competencies during the AI Skills for Employment in Digital Career Transformation program:

- AI literacy and workplace intelligence awareness.
- Digital career readiness and adaptation planning.
- Automation strategy understanding.
- AI tool selection for productivity.
- Prompt engineering fundamentals.
- Data interpretation and smart reporting.
- AI-supported decision-making.
- Digital communication optimization.
- Career market trend analysis.
- AI ethics and governance understanding.
- Remote work technology adaptation.
- Workflow efficiency enhancement.
- Innovation mindset development.

Studying Scenarios

In this AI Skills for Employment in Digital Career Transformation training, participants develop skills through the following scenarios:

- Analyzing how AI transforms recruitment and hiring processes.
- Evaluating digital skills gaps for career advancement planning.
- Designing AI-supported productivity workflows for office roles.
- Assessing automation opportunities in administrative functions.
- Studying AI-driven business communication improvements.
- Reviewing real-world examples of job transformation through generative AI.
- Building career transition strategies for future digital roles.

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Course Content

Unit 1: Foundations of Artificial Intelligence and Future Employment

- Understanding artificial intelligence and its evolution in modern industries.
- Defining machine learning, deep learning, and generative AI concepts.
- Exploring the relationship between AI and digital transformation.
- Examining AI's role in reshaping employment landscapes.
- Identifying future-proof jobs in AI-driven economies.
- Understanding automation versus human augmentation in work environments.
- Reviewing global workforce trends in digital career transformation.
- Analyzing AI adoption in high-growth industries.

Unit 2: AI Tools for Workplace Productivity and Career Growth

- Exploring AI productivity tools used in business operations.
- Understanding AI-powered content generation for professional tasks.
- Using generative AI for writing, planning, and communication efficiency.
- Learning AI-powered data analysis for faster reporting.
- Applying smart automation tools to repetitive office tasks.
- Enhancing workflow optimization using intelligent systems.
- Identifying digital workplace platforms integrated with AI features.
- Building productivity improvement strategies through AI automation.

Unit 3: Digital Skills for Future Jobs and AI Career Readiness

- Identifying the most in-demand AI skills for employment.
- Understanding digital literacy requirements in modern workplaces.
- Developing critical thinking in AI-assisted environments.
- Strengthening problem-solving using AI-powered systems.
- Building prompt engineering techniques for effective AI communication.
- Understanding AI applications in customer service and operations.
- Improving remote work effectiveness through digital tools.
- Aligning career paths with AI-driven market trends.

Unit 4: AI in Recruitment, Talent Development, and Career Planning

- Understanding AI-powered recruitment systems and applicant tracking systems.
- Learning how AI scans CVs and evaluates job applications.
- Building optimized professional profiles for AI-based recruitment.
- Understanding skill-based hiring in digital economies.
- Using AI for career mapping and professional development planning.
- Exploring workforce analytics and talent management systems.
- Analyzing employee upskilling strategies in digital transformation.
- Evaluating future workforce competencies for long-term employability.

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Unit 5: Ethics, Innovation, and Strategic Career Transformation

- Understanding AI ethics in workplace applications.
- Evaluating risks of bias in automated decision systems.
- Learning responsible AI use in professional environments.
- Building innovation strategies for AI-enabled career growth.
- Understanding cybersecurity awareness in AI-integrated systems.
- Exploring AI governance and compliance frameworks.
- Developing adaptability strategies for continuous career transformation.
- Creating long-term professional resilience in digital economies.

Final Insights & Key Takeaways

Artificial intelligence is no longer optional for career development; it is becoming a core professional requirement across industries. Mastering AI skills, digital productivity, automation thinking, and future job readiness creates stronger employability, career resilience, and competitive advantage in the modern digital economy.