

AMERICAN GLOBAL INSTITUTE
FOR PRIVATE TRAINING



External Training Course

AI Essentials For Training Officers: Smart Tools, Practical Applications & Learning Innovation

From 30 Mar. 2026 To 03 Apr. 2026

From 25 May 2026 To 29 May 2026

From 22 Jun. 2026 To 26 Jun. 2026

**Hotel NH Collection Milano CityLife
Milan, Italy**

**Mr. Ghanem F. Al-Otaibi
GM & Institute Owner**

Tel.: 00965 22248901

Fax: 00965 22204999

Mob.: 00965 65548855

Mob.: 00965 97273712

Email: admin@agi-kw.com

Email: agi-kw@hotmail.com

W/SITE: WWW.AGI-KW.COM

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Course Overview

This intensive five-day program is designed to equip Training Officers with practical knowledge and hands-on skills to integrate Artificial Intelligence into modern learning and development practices. The course bridges the gap between emerging AI technologies and real-world training environments, focusing on smart tools, practical applications, and measurable learning impact. Participants will explore how AI can enhance instructional design, automate administrative training tasks, personalize learning journeys, and improve workforce performance outcomes. The program emphasizes applied learning—moving beyond theory into real tools, real scenarios, and real implementation strategies tailored for corporate and institutional training settings. Throughout the five days, attendees will engage with AI-powered content creation tools, adaptive learning platforms, performance analytics systems, and workflow automation solutions that elevate efficiency and innovation within training departments. Special focus is given to ethical AI use, data privacy, and responsible implementation within organizational frameworks. By the end of the program, Training Officers will be equipped to confidently leverage AI technologies to design smarter learning experiences, optimize training operations, enhance learner engagement, and contribute strategically to organizational performance and innovation.

Course Objectives

By the end of this 5-day program, participants will be able to:

- Understand the core concepts of Artificial Intelligence and its relevance to Learning & Development functions.
- Identify practical AI tools that enhance training design, delivery, and evaluation.
- Integrate AI-powered solutions into instructional design and content development processes.
- Utilize AI for automating routine training administration and reporting tasks.
- Design personalized learning pathways using intelligent systems and adaptive technologies.
- Apply AI-driven analytics to measure training effectiveness and workforce performance impact.
- Enhance learner engagement through AI-supported interactive learning experiences.
- Develop data-informed decision-making skills within training departments.
- Implement AI solutions ethically while ensuring compliance with data privacy and governance standards.

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Tel. 00965 - 22248901
Mob. 00965 - 65548855
Email admin@agi-kw.com
W/Site www.agi-kw.com

Training Methodology

Interactive Expert-Led Sessions.

Hands-On Practical Workshops.

Scenario-Based Learning Exercises.

Applied Learning Analytics Practice.

Continuous Coaching & Feedback.

Live AI Tool Demonstrations.

Real-World Case Studies.

Group Collaboration & Peer Learning.

Guided Implementation Planning.

Daily Reflection & Knowledge Integration.

Organizational Impact

Increased Training Efficiency Through AI Automation.

Data-Driven Learning & Development Decisions.

Enhanced Workforce Performance Measurement.

Improved Learning Personalization at Scale.

Faster Content Development & Deployment.

Optimized Training Cost Management.

Stronger Digital Transformation Alignment.

Improved Training Quality & Consistency.

Scalable Learning Solutions Across Departments.

Competitive Advantage Through Smart Learning Innovation.

Personal Impact

Advanced Digital & AI Competency Development.

Stronger Instructional Design Capabilities.

Improved Data Analysis & Interpretation Skills.

Enhanced Strategic Thinking in L&D.

Greater Confidence in AI Tool Utilization.

Increased Productivity & Workflow Optimization.

Stronger Problem-Solving Abilities.

Future-Ready Professional Skillset.

Higher Contribution to Organizational Goals.

Expanded Career Growth Opportunities.

Course Content & Outline

Day 1: Foundations of AI in Learning & Development

- Introduction to Artificial Intelligence Concepts.
- AI Terminology for Training Professionals.
- AI vs. Automation vs. Machine Learning.
- The Role of AI in Modern Workforce Development.
- AI Applications in Corporate Training Environments.
- Opportunities & Limitations of AI in L&D.
- Ethical Considerations & Responsible AI Use.
- Data Privacy & Governance in Training Systems.
- Identifying AI Readiness in Training Departments.
- Building an AI Mindset for Training Officers.

Day 2: AI Tools for Instructional Design & Content Creation

- AI-Powered Content Creation Tools.
- Smart Course Outline & Curriculum Development.
- Automated Assessment & Quiz Generation.
- AI for Presentation & Learning Material Design.
- Enhancing E-Learning Development with AI.
- AI-Based Multimedia & Microlearning Creation.
- Content Personalization Techniques.
- Quality Control & AI Content Validation.
- Reducing Development Time Using AI.

Day 3: AI for Training Operations & Automation

- Automating Administrative Training Tasks.
- AI in Training Scheduling & Coordination.
- Intelligent Communication & Chatbots for Learners.
- AI-Enhanced Learning Management Systems (LMS).
- Smart Enrollment & Tracking Systems.
- Performance Reporting Automation.
- Workflow Optimization in Training Departments.
- Predictive Analytics for Training Needs.
- Improving Learner Support Using AI.

Day 4: AI-Driven Learning Analytics & Performance Measurement

- Introduction to Learning Analytics.
- AI-Based Data Collection & Interpretation.
- Measuring Training Effectiveness with AI.
- Predicting Skill Gaps & Workforce Needs.
- AI Dashboards & Reporting Tools.
- Linking Training to Business KPIs.
- Data-Driven Decision Making in L&D.
- Identifying Performance Improvement Opportunities.
- ROI Measurement Using AI Insights.

Day 5: AI Strategy, Innovation & Implementation

- Developing an AI Integration Strategy.
- Aligning AI with Organizational Learning Goals.
- Change Management for AI Adoption.
- Risk Assessment & Mitigation Planning.
- Building Internal AI Capability.
- Future Trends in AI & Learning Innovation.
- Scaling AI Solutions Across the Organization.
- Developing an AI Governance Framework.
- Creating a Practical AI Action Plan.

Course Agenda:

(1st Day) Agenda

9.00	11.30	<u>Discuss Course Major Points</u> <ul style="list-style-type: none"> • Foundations of AI in Learning & Development. • AI Tools for Instructional Design & Content Creation. • AI for Training Operations & Automation. • AI-Driven Learning Analytics & Performance Measurement. • AI Strategy, Innovation & Implementation.
11.30	12.00	Coffee Break
12.00	14.00	<u>Foundations of AI in Learning & Development</u> <ul style="list-style-type: none"> • Introduction to Artificial Intelligence Concepts. • AI Terminology for Training Professionals. • AI vs. Automation vs. Machine Learning. • The Role of AI in Modern Workforce Development. • AI Applications in Corporate Training Environments. • Opportunities & Limitations of AI in L&D. • Ethical Considerations & Responsible AI Use. • Data Privacy & Governance in Training Systems. • Identifying AI Readiness in Training Departments. • Building an AI Mindset for Training Officers.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(2nd Day) Agenda

9.00	11.30	<u>AI Tools for Instructional Design & Content Creation</u> <ul style="list-style-type: none"> • AI-Powered Content Creation Tools. • Smart Course Outline & Curriculum Development. • Automated Assessment & Quiz Generation. • AI for Presentation & Learning Material Design. • Enhancing E-Learning Development with AI.
11.30	12.00	Coffee Break
12.00	14.00	<u>AI Tools for Instructional Design & Content Creation</u> <ul style="list-style-type: none"> • AI-Based Multimedia & Microlearning Creation. • Content Personalization Techniques. • Quality Control & AI Content Validation. • Reducing Development Time Using AI.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(3rd Day) Agenda

9.00	11.30	<u>AI for Training Operations & Automation</u> <ul style="list-style-type: none"> Automating Administrative Training Tasks. AI in Training Scheduling & Coordination. Intelligent Communication & Chatbots for Learners. AI-Enhanced Learning Management Systems (LMS). Smart Enrollment & Tracking Systems.
11.30	12.00	Coffee Break
12.00	14.00	<u>AI for Training Operations & Automation</u> <ul style="list-style-type: none"> Performance Reporting Automation. Workflow Optimization in Training Departments. Predictive Analytics for Training Needs. Improving Learner Support Using AI.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(4th Day) Agenda

9.00	11.30	<u>AI-Driven Learning Analytics & Performance Measurement</u> <ul style="list-style-type: none"> Introduction to Learning Analytics. AI-Based Data Collection & Interpretation. Measuring Training Effectiveness with AI. Predicting Skill Gaps & Workforce Needs. AI Dashboards & Reporting Tools.
11.30	12.00	Coffee Break
12.00	14.00	<u>AI-Driven Learning Analytics & Performance Measurement</u> <ul style="list-style-type: none"> Linking Training to Business KPIs. Data-Driven Decision Making in L&D. Identifying Performance Improvement Opportunities. ROI Measurement Using AI Insights.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(5th Day) Agenda

9.00	11.30	<u>AI Strategy, Innovation & Implementation</u> <ul style="list-style-type: none"> Developing an AI Integration Strategy. Aligning AI with Organizational Learning Goals. Change Management for AI Adoption. Risk Assessment & Mitigation Planning. Building Internal AI Capability.
11.30	12.00	Coffee Break
12.00	14.00	<u>AI Strategy, Innovation & Implementation</u> <ul style="list-style-type: none"> Future Trends in AI & Learning Innovation. Scaling AI Solutions Across the Organization. Developing an AI Governance Framework. Creating a Practical AI Action Plan.
14.00	14.30	Questions, Discussion & Conclusion Training Course.
14.30		Buffet Lunch