



## **AITI Curriculum & Standards for:**

# **“AI Foundation Training, AITI”**

Minimum of 15 hours of training in at least 5 days

[www.ai-institutes.net](http://www.ai-institutes.net)

- 1. Overview** (page 1)
- 2. Curriculum** (page 1)
- 3. Binding formal training organization** (page 5)
- 4. Guidelines for creating certificates** (page 6)
- 5. Benefits for Master Trainers and their training participants** (page 7)

## **1. Overview**

This curriculum is designed to provide a comprehensive overview of the foundational concepts of Artificial Intelligence, from its history and ethical considerations to practical applications and leadership strategies for implementation. The training is structured over five days, with each day focusing on a key module, totaling 15 hours of instruction. Additional time is allocated for hands-on tasks and collaborative working groups to reinforce learning.

## **2. Curriculum**

### **Day 1: History, Challenges, Dangers, Ethics, and Future Scenarios (3 hours)**

#### **Module 1: The Landscape of AI**

- **Session 1: The Evolution of AI (1 hour)**
  - Defining AI: Machine Learning, Deep Learning, and Generative AI.
  - A brief history of AI: Key milestones, breakthroughs, and the journey to today.
  - Understanding different types of AI: From Narrow AI to General AI.
- **Session 2: The Ethical Landscape of AI (1 hour)**
  - Discussion on biases in AI data and algorithms.
  - Examining the challenges of privacy, data security, and transparency.

- Exploring the potential dangers and risks of AI.
- Foundational principles of AI ethics.
- **Session 3: AI's Impact and Future Scenarios (1 hour)**
  - Analyzing the impact of AI on society, the economy, and the workforce.
  - Exploring speculative future scenarios for AI development.
  - Group discussion on "AI for Good" initiatives and responsible innovation.

## Day 2: AI Tools (3 hours)

### Module 2: Exploring the AI Toolkit

- **Session 1: Overview of AI Tools (1 hour)**
  - Categorizing AI tools: text generation, image creation, data analysis, and automation.
  - Introduction to popular platforms and services (e.g., Gemini, ChatGPT, Midjourney, etc.).
  - Understanding the basic functionality of different models.
- **Session 2: Hands-on with GenAI Tools (1.5 hours)**
  - Interactive session: Participants will practice using large language models for various tasks.
  - Techniques for effective prompting and prompt engineering.
  - Experimenting with image and code generation tools.
- **Session 3: Advanced Features and Customization (0.5 hour)**
  - Exploring plugins and integrations.
  - Brief introduction to fine-tuning models and creating custom instructions.

## Day 3: Browser Agents (3 hours)

### Module 3: Automating Tasks with Browser Agents

- **Session 1: Introduction to Browser Agents (1 hour)**
  - Defining browser agents and their role in web-based automation.
  - Understanding the difference between browser extensions and full-fledged agents.
  - Common use cases: data scraping, form filling, and repetitive online tasks.
- **Session 2: Hands-on with Browser Agents (1.5 hours)**
  - Live demonstration and practice with a simple browser automation tool.
  - Participants will build a basic agent to perform a specific task.
  - Troubleshooting common issues.
- **Session 3: Use Cases and Limitations (0.5 hour)**
  - Discussion on the best applications for browser agents within a professional environment.
  - Examining security considerations and limitations.

## Day 4: Workflow Agents (3 hours)

### Module 4: AI in Business Workflows

- **Session 1: Understanding Workflow Automation (1 hour)**
  - Defining workflow agents and their role in business process automation.
  - Identifying tasks suitable for automation.
  - Introduction to platforms that support AI-driven workflows (e.g., Zapier, Make.com, etc.).
- **Session 2: Building Simple Workflow Agents (1.5 hours)**
  - Step-by-step guide to connecting different tools using AI agents.
  - Participants will create a simple workflow (e.g., "new email leads to a new task in a project management tool").
  - Exploring triggers, actions, and conditional logic.
- **Session 3: Integration and Best Practices (0.5 hour)**
  - Discussion on integrating AI agents into existing business systems.
  - Best practices for creating robust and maintainable workflows.

## Day 5: Change Process Support Leadership (3 hours)

### Module 5: Leading with AI

- **Session 1: Leading AI Adoption (1.5 hours)**
  - Strategies for building a culture that embraces AI.
  - Communicating the benefits and managing expectations.
  - Overcoming resistance to change.
  - Identifying key stakeholders and champions for AI initiatives.
- **Session 2: Managing AI-Driven Change (1 hour)**
  - Practical frameworks for managing technological and organizational change.
  - Addressing the human element: reskilling, upskilling, and job displacement.
  - Developing an ethical and responsible AI implementation roadmap.
- **Session 3: The AI Leader's Toolkit (0.5 hour)**
  - Review of best practices for monitoring and evaluating AI's impact.
  - Developing a continuous learning mindset.

## Additional Activities

- **Working Group Project:** Participants will be divided into small groups to develop a proposal for an AI implementation project within a hypothetical organization, applying concepts from Modules 3 and 4.

- **Weekly Reflections:** Short, written prompts to encourage participants to reflect on the week's learning and its relevance to their work.
- **Case Study Analysis:** Detailed case studies for group analysis, focusing on real-world examples of successful and unsuccessful AI adoption.

**Tool Exploration Tasks:** Self-paced assignments to research and test new AI tools outside the core curriculum.

### 3. Binding formal training organization

#### Training duration for “AI Foundation Training, AITI”

- Minimum of 15 hours of on-site face-to-face or interactive online training (including assessment) over a period of at least 5 days

#### Mandatory Details

- **The title** “AI Foundation Training, AITI” can only be used on a certificate with an AITI seal.
- **A training hour** has 60 minutes. Breaks longer than 30 minutes are not counted as training time.
- **A training group** has at least 6 members (counted without assistants or "Artificial Intelligence Master Trainer, AITI").
- **AITI sealed certificates** (sticker with the AITI logo and a unique seal number) are for AITI trainings that have been conducted at least 80% of the time by an approved "Artificial Intelligence Master Trainer, AITI". The remaining up to 20% of the training can be conducted by another highly qualified person under the supervision of an “Artificial Intelligence Master Trainer, AITI”. The training content in this curriculum here needs to be covered. More in addition is always welcome. The list of seal entitled "Artificial Intelligence Master Trainer, AITI" is here: [www.ai-institutes.net/users/all/mastertrainer?](http://www.ai-institutes.net/users/all/mastertrainer?)
- **Optional interactive online training:** All “Artificial Intelligence Master Trainer, AITI” may use **online interactive** training (e.g., Zoom with breakout groups) as long as they specifically write the number of days and hours that were online in the text of the certificate.
- **Optional non-interactive online training hours** (asynchronous training), up to 20% of course hours, are only allowed for Master Trainers who have received a written approval from our online commission. To submit your request for approval, please write to [office@in-ici.net](mailto:office@in-ici.net)  
Details are here: [www.ai-institutes.net/blog/commissions/commission-online-training](http://www.ai-institutes.net/blog/commissions/commission-online-training)

#### Optional Details

- With more than 10 participants, it is highly recommended to involve an assistant who must be qualified at least at the level of the training.
- We recommend individual or group supervision, buddies, peer coaching, and intervention.

#### “Artificial Intelligence Master Trainer, AITI” can order seals in their login area.

The options are:

1. our wonderful designed online certificate (you find for this a video in your login area)
2. jpg or png seals that you can print on your own certificates
3. physical seals (the old and most inconvenient time-consuming way by snail mail)

## 4. Guidelines for certificates

### The AITI certificate for: “AI Foundation Training, AITI” must include:

1. **the correct title** of the qualification: “AI Foundation Training, AITI”
2. **Duration, Entrance Qualification, optional Online Training**,  
The **duration** of the face-to-face training with precise information regarding training days and hours (at least 15 hours in 5 days), plus the required **entrance qualifications** (if one is required)  
**If interactive online training** was used, the precise number of hours and days of the interactive online training part must be stated on the certificate.  
**If non-interactive online training was used**, the “Artificial Intelligence Master Trainer, AITI” needs a written allowance from the online commission for this, and the precise number of hours and days of the interactive online training part must be stated on the certificate. Here is the Online Commission with more details: [www.ai-institutes.net/blog/commissions/commission-online-training](http://www.ai-institutes.net/blog/commissions/commission-online-training)
3. **the date** of the first and last day of the training
4. **a statement** that all AITI guidelines have been met  
We recommend for 2. to 4. the following 2 sentences on the certificate:  
The training consisted of 15 full hours in 5 days of on-site, face-to-face training, from ...(date of first day) to ...(date of last day), in strict accordance with the high ethics and quality standards of the Artificial Intelligence Training Institutes (AITI).  
**If a mixture** of on-site face-to-face training and interactive online training was used, we recommend the following 2 sentences on the certificate:  
The training consisted of ... full hours in ... days on-site face-to-face training and ... full hours in ... days interactive face-to-face online training, from ...(date of first day) to ...(date of last day), in strict accordance with the high ethics and quality standards of the Artificial Intelligence Training Institutes (AITI).
5. **the AITI seal** (sticker with AITI logo and seal number)
6. **the signature** of the "Artificial Intelligence Master Trainer, AITI" (with place and date)

**Training content for the qualification:** We highly recommend listing the complete trained main content and the complete amount of training hours and days that are needed for the certified qualification in Artificial Intelligence on the backside of the certificate or on a separate signed document.

### The following statement is optional for an AITI sealed certificate:

"Because of the high quality of this training, it may be recognized as ECTS credit points in academic studies in psychology with a focus on Artificial Intelligence."

### Free membership with a sealed certificate

We highly recommend that you motivate your training participants to become a member for free. No admission fee and no yearly membership fee forever. Really, totally free of cost. Registration has many advantages. First of all, it supports your marketing when members who come from you are listed in your profile. The benefits for the participants are listed here: [www.ai-institutes.net/about/benefits](http://www.ai-institutes.net/about/benefits)

**In the Certification Guidelines**, you find more details and the options for how sealed training participants can get their forever free of costs membership profile: [www.ai-institutes.net/pdf/guidelines.pdf](http://www.ai-institutes.net/pdf/guidelines.pdf)

## 5. Benefits for Master Trainers and their training participants

### The most important advantages for our Master Trainers

1. **Marketing:** Joint marketing ensures high awareness and measurable success.
2. **Quality and ethical standards:** Worldwide standards create trust and credibility.
3. **Exchange of experiences:** Mutual learning promotes knowledge and competence.
4. **Projects & Synergies:** Working together on big goals leads to extraordinary successes.
5. **Cooperation instead of competition:** Joint action strengthens our community.
6. **Free profiles:** Participants receive free profiles, thus encouraging exchange.
7. **Live what you teach:** Authentic role models excite and inspire.
8. **University cooperations:** Opportunity for scientific work and further development.
9. **Surveys:** Satisfaction measurements before and after training to monitor success and learn best practices.
10. **Free membership in other associations:** Be active in several of our associations without additional costs. Enjoy our interdisciplinary approach.
11. **Internal forum:** space for exchange and mutual support.
12. **Training management:** Publish courses, invite participants, present training publicly and create certificates online

### The most important Advantages for training participants

1. **Profile design:** Upload specializations, texts, images, link your website and be easily found via the member search. Give feedback on your qualifications and assess their quality.
2. **Exclusive resources:** Access to members-only discussion forums and materials – ideal for knowledge sharing and collaborative projects.
3. **Survey:** Use a questionnaire to measure your life satisfaction and progress before and after training.
4. **World Congresses:** So far, there have been six major in-person world congresses with culturally diverse approaches and inspiring perspectives.
5. **Sense of community:** Join a community that is committed to a more peaceful world and better communication.
6. **Always informed:** newsletters keep you updated with everything important.
7. **Marketing tools:** Use the official logos of our associations for your website.
8. **Anonymous contact system:** Let people contact you without sharing your email address.