Boost your productivity with AI

Discover in this practical training how to integrate AI into your professional life and become more effective in your work.



Are you curious how Artificial Intelligence (AI) tools, such as ChatGPT, can help you work more effectively, more efficiently, and become more focused? In this training, you'll immediately start using AI in your daily work. You'll learn how to create effective prompts that deliver the results you need. You'll also discover how to use AI tools as your personal assistant and creative partner. And of course we'll cover essential topics such as ethics, privacy, and security, so you can use this technology with confidence and responsibility. By the end of this training, you'll know how to get the most out of AI in your daily work, strengthen your professional skills, and elevate the impact of everything you do.

Features

Study duration	2 weeks
Investment	€1,395.-
Number of locations	6

Unique benefits

- ✓ Practice with your own cases
- ✓ Learn how to stay up to date
- ✓ Personal guidance from an experienced AI trainer

Result

- ✓ You understand the impact of AI
- ✓ You know how to use the right AI tools effectively in your work
- ✓ You can create your own AI action plan and put it into practice
- ✓ You understand prompting and how to use it effectively
- ✓ You know how to use AI safely, respecting privacy and ethics
- ✓ You've experienced the benefits of collaborating with generative AI
- ✓ You've gained hands-on experience with the AI skills needed for the future

Target audience

This training is designed for professionals who want to use generative AI tools in their work and who have little to no prior experience with them.

Important: License required for participation

To actively take part in the training, it's important to bring your own laptop with a (paid) license for an AI tool such as ChatGPT or Microsoft Copilot. In most cases, you can arrange this license through your employer.

Not sure which license you need or which tool best fits your situation? No worries. On the first day of the training, we'll guide you step by step through selecting the right option and requesting the license, in case you haven't done so before the training.

Programme

Day 1

- Introduction and getting to know each other
- What is AI?
- Ethics and responsible AI use
- Crafting effective prompts
- Applying AI in your daily work
- Selecting the right AI tool

Day 2

- Integrating and combining different AI tools in your workflow
- Personalizing generative AI tools
- Building your own AI assistant
- Trends and developments
- Embedding your learning and next steps

Study method

Personal attention

The trainer has personal attention for every participant and focuses on the issues raised by you and your fellow students. In addition, you'll exchange experiences with each other, allowing you to learn from and with each other. Together, you'll create solutions tailored to your situation.

Experienced AI-trainers

An experienced trainer will guide the sessions, which will focus on your learning needs. Your trainer is an expert in the field of AI, but above all, your personal coach.

Online learning environment

In addition to the interactive classroom days, you work in a rich online learning environment that supports you in the learning process and helps you prepare for the sessions effectively. After completing the training, you retain one year access to your learning environment for further deepening and reference.

Sessions

The sessions focus on interaction with the trainer and fellow participants. Using a variety of working methods, you will gain knowledge and insights and practice your skills. There is plenty of opportunity to contribute your own practical situations and examples. Please note: for this training course, you will need to bring your own laptop to the sessions.

Looking back

In the meantime, we regularly look back on the insights you have gained, and the impact they have made. This encourages you to continuously reflect, experiment with your new working method, and develop yourself.

Locations & date

The course times are 9.30 to 17.00 and de training consists of 2 meetings.

The training is provided in Amsterdam, Arnhem, Eindhoven, Rotterdam, Utrecht and Zwolle.

Nov 2026	Tu 24-11	Tu 08-12
Nov 2026	Fr 27-11	Fr 11-12
Mar 2027	Tu 02-03	Tu 16-03
Mar 2027	Fr 05-03	Fr 19-03
May 2027	Tu 18-05	Tu 01-06
May 2027	Fr 21-05	Fr 04-06
Jun 2027	Mo 07-06	Mo 21-06
Jun 2027	Th 10-06	Th 24-06
Oct 2027	Tu 12-10	Tu 02-11
Dec 2027	Th 02-12	Th 16-12
Mar 2028	Fr 10-03	Fr 31-03
May 2028	Mo 08-05	Mo 22-05

Investment

The investment is €1,395.-.

This excludes € 57.50 per day for the day arrangement or € 25.00 per evening for the evening arrangement.

VAT

The total investment is excl. VAT. Exemption from VAT is possible. In that case you pay 10% on top of the investment price.

More information

Financing

There are various options for subsidies for both employers and private individuals to follow a training.

More information

Possibilities for your employer

Many employers have a training budget that allows employees tot develop and grow in their career. You can find out what the options are within your organization by checking your terms of employment or by checking with your manager or HR.

Invoice

The invoice for this course will be sent after the first meeting. If you would like to receive it beforehand, you can mention this in the comment section of your enrolment form.

Study method Virtual Classroom

When you attend this course in the Virtual Classroom, this study method applies.

Incompany

ICM also offers this course incompany, tailor-made for your organisation.

Advice

For more information and registration look at:

https://www.icm.nl/opleidingen-en-trainingen/it-en-digitale-vaardigheden/boost-your-productivity-with-ai/

Or call 030 – 29 19 888 for a personal study advise