



# AI Career Essentials Overview

6 Weeks (20–30 hrs / week)

## What is AI Career Essentials?

- This programme is designed for both job-seekers and employed people aiming to elevate their professional skill sets.
- It has a flexible, part-time structure that allows seamless integration with work life and fosters a dynamic learning experience.
- Made for career-driven individuals who are looking for practical web application experience enriched with AI tools to meet industry demands.

## Why AI Career Essentials?

This programme highlights the critical role of AI in job readiness and advancement. It equips learners with vital communication, teamwork, and leadership skills taught through 9 key modules. In the end, learners will leave with comprehensive digital proficiency, including how to use AI tools for personal career growth.

## Programme Objectives

The main objective is for learners to gain comprehensive work readiness skills by integrating elements from other ALX programmes and AI tools training. During the programme, learners have access to support centres for peer-led learning, collaboration, and knowledge sharing, including at our in-person Hubs. In the end, this programme is meant to accelerate your job search, enhance your personal CV and portfolio, and find career success by leveraging specific AI tools and professional skills.

## What makes this programme unique?

### An Integrated Learning Path

This holistic approach to career readiness combines key lessons from ALX Foundations with AI tools training to keep you at the cutting edge of technology expertise.

### Practical Skills and Online Presence

The programme prioritises practical job skills training, including communication, teamwork, and problem-solving. It is also meant to help learners develop a compelling online presence that showcases their individual brand to potential employers in the job market.

### Tech Industry Skills Alignment

By continuously aligning with industry demands, learners become in-demand tech professionals. Learners can expect career growth and long-term job retention with the technical knowledge and soft skills learnt in this programme that are critical to success in the modern workplace.

# Weekly Specialisation Schedule

## 01. Skills Tracker

Understand your strengths, areas of expertise, and areas for growth.

## 02. Work Plan

Create a plan to reach your career goals and move forward in your career.

## 03. AI Toolkit for Work

Create a plan to reach your career goals and move forward in your career.

## 04. Professional Presentation/Image Kit

Make a resume, LinkedIn profile, and portfolio to show your AI skills and interest employers.

## Weekly Content

### Week 01

- Daily 3
- Getting Started
- Simulation Introduction
- Leading Self
- Self Awareness
- Google Workspace Tools

### Week 02

- Daily 3
- Simulation: Product relaunch
- Leading Self Self Awareness
- Google Workspace Tools
- Problem Definition

### Week 03

- Daily 3
- Simulation: Planning, Research and Analysis
- Managing Complex Tasks
- Authentic Enquiry
- Web Research Quantitative Reasoning
- Analysis and Synthesis
- Communicating for Impact I

### Week 04

- Daily 3
- Simulation: Project Report
- Communicating for Impact II
- Design Thinking
- Creating Solutions
- Presentation Tool
- Practical: Prototyping

### Week 05

- Daily 3
- Simulation: Org-wid reshuffle
- Video Conferencing
- Target Industry Tech Skills

### Week 06

- Daily 3
- Simulation: Your Professional Kit
- Career Self Presentation
- Job Search Skills

