

# AI Fluency Program

## Curriculum Overview for Modern Teams

10 Modules • 40 Micro-Units • 10+ Weeks • 5-7 Minutes Per day • English & German

### Program Overview

The AI Fluency Program builds practical, job-relevant AI skills through short daily lessons, delivering immediate wins that turn into lasting habits, without disrupting daily work.

#### Module: 1

##### Getting Started

First Prompts · Confidence · Mindset

###### Employee Value

- First successful AI interactions
- Clear understanding of AI's role
- Reduced fear and hesitation

###### Company Value

- Faster initial adoption
- Lower resistance to AI rollout
- Strong AI literacy foundation

Anxious beginner ➤ Confident AI user

#### Module: 2

##### Prompting Fundamentals

Structure · Context · Precision

###### Employee Value

- Faster, clearer AI responses
- Transferable prompting skill
- More control over outputs

###### Company Value

- Higher-quality AI work
- Consistent prompting standards
- Better ROI on AI tools

Generic outputs ➤ Reliable results

#### Module: 3

##### Writing & Communication

Emails · Summaries · Translation

###### Employee Value

- 2-3 hours saved weekly
- Improved clarity and tone
- Confidence in multilingual work

###### Company Value

- Faster stakeholder responses
- Consistent communication quality
- ~20% time savings on writing

Slow writing ➤ Efficient communication

#### Module: 4

##### Research & Analysis

Synthesis · Verification · Insight

###### Employee Value

- Research completed faster
- Stronger analytical judgment
- Better decision support

###### Company Value

- Faster strategic decisions
- Reduced misinformation risk
- Competitive insight advantage

Manual research ➤ Insight-driven analysis

#### Module: 5

##### Data & Numbers

Excel · Analysis · Visuals

###### Employee Value

- Easier Excel and formulas
- Clear data interpretation
- Stronger presentations

###### Company Value

- Improved data literacy
- Faster reporting cycles
- Less dependency on specialists

Data-intimidated ➤ Data-confident

#### Module: 6

##### Productivity Workflows

Task Chaining · Automation

###### Employee Value

- Automate repetitive daily tasks
- Reduce manual effort and rework
- Focus on higher-value work

###### Company Value

- Measurable productivity gains
- Scalable efficiency improvements
- Higher employee satisfaction

Manual execution ➤ Efficient workflows

## Module: 7

### Advanced Prompting

Few-Shot · Reasoning · Personas

#### Employee Value

- Tackle complex, multi-step tasks
- Reduce manual effort and rework
- Build advanced AI expertise

#### Company Value

- Advanced capability without hiring
- Faster resolution of complex problems
- Increased innovation capacity

Basic usage ➤ Advanced problem-solving

## Module: 8

### Tool Mastery

ChatGPT · Claude · Gemini

#### Employee Value

- Understand strengths of major tools
- Choose the right tool per task
- Avoid tool overload

#### Company Value

- Optimized AI tool spend
- Reduced subscription waste
- Better utilization of existing tools

Tool confusion ➤ Strategic selection

## Module: 9

### AI at Work

Collaboration · Ethics · Compliance

#### Employee Value

- Share and review AI outputs responsibly
- Apply ethical AI practices
- Work confidently with sensitive data

#### Company Value

- Reduced compliance and privacy risk
- EU AI Act readiness
- Strong internal AI champions

Individual use ➤ Team-level adoption

## Module: 10

### Future of AI

Agents · Multimodal · Learning

#### Employee Value

- Understand emerging AI capabilities
- Prepare for human-AI collaboration
- Build continuous learning habits

#### Company Value

- Future-ready workforce
- Early advantage in AI adoption
- Culture of innovation

Present-focused ➤ Future-ready

## Overall Program Impact

### Employee Journey

From uncertain, manual work → Confident, AI-fluent professional

**Employee Outcomes** ➤ ~20% of workweek reclaimed | Practical AI skills for daily tasks | Confidence to lead AI adoption

## Company Results

### Business Outcomes

~20% productivity gains per employee

10–20× lower cost than workshops

Organization-wide AI fluency

### Measured Performance

80%+ completion rate

50%+ same-day skill application

90%+ annual renewal rate