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United Nations Institute for Training and Research

Unitar Online Catalogue

CIFAL Lebanon - Artificial Intelligence and Professional Skills



: 30 9 2025

📄 :	Course
📄 :	Web-based
📅 :	1 10 2025 to 2 10 2025
🕒 :	20 Hours
🏢 :	Decentralize Cooperation Programme
🌐 :	https://www.cifal-lebanon.com/event-portfolio/workshops/artificial-intelligence...
💰 :	US\$700.00
✉ email:	info@cifal-lebanon.com
🤝 :	CIFAL Lebanon, , CIS College, , Global CEO Alliance



CIFAL Lebanon and CIS College are pleased to present a training course on “Artificial Intelligence and Professional Skills.” The program contributes to a broader effort to build future-ready capacities that enable individuals and organizations to adapt to rapid technological change in the workplace. Artificial Intelligence is no longer a niche field; it is a transformative force shaping

industries, economies, and everyday professional tasks. Understanding AI concepts and applying them responsibly is essential for CGN.2018.001/QA FORM professionals seeking to remain competitive, innovative, and resilient in the digital age. At the same time, the demand for human-centered skills such as communication, negotiation, and emotional intelligence is rising, particularly as these skills complement AI-driven tools. Through this 20-hour course, participants will gain foundational knowledge of AI systems and their applications across sectors, while also strengthening professional skills supported by AI tools. The training combines conceptual learning, hands-on practice, and personal career planning, equipping participants with the knowledge, tools, and strategies needed to thrive in an AI-augmented future of work.

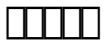


Introduce participants to the foundations of Artificial Intelligence and its relevance across sectors.

- Highlight the ethical, governance, and societal implications of AI adoption.
- Demonstrate how AI tools can enhance productivity, creativity, and decision-making in professional contexts.
- Strengthen human-centered professional skills with the support of AI-driven platforms.
- Support participants in developing personal strategies for AI adoption, career planning, and upskilling.



Understand core AI concepts, including generative AI, machine learning, and large language models. • Identify real-world applications of AI in education, healthcare, business, and other fields. • Evaluate ethical risks such as bias, misinformation, and compliance with global frameworks. • Apply AI tools for writing, planning, analysis, and workflow automation. • Design effective prompts and build AI-supported decision-making processes. • Enhance soft skills such as emotional intelligence, negotiation, and public speaking using AI simulations and feedback tools. • Assess labor market changes driven by AI and create a personal upskilling and career roadmap.



Session 1: AI Foundations & Emerging Trends • Introduction to AI, machine learning, generative AI, and large language models. • Exploration of AI applications across key sectors. • Hands-on use of tools such as ChatGPT and AI dashboards.

Session 2: Responsible AI & Governance • Ethical issues, bias, and misinformation in AI systems. • Global and organizational governance frameworks. • Development of an AI ethical checklist through collaborative exercises.

Session 3: AI for Decision-Making & Productivity • Prompt engineering and workflow automation. • Tools for writing, planning, and strategic decision-making. • Simulation labs to apply AI in real-world scenarios.

Session 4: AI & Human-Centered Skills • Enhancing communication, negotiation, and emotional intelligence with AI support. • Role-play and feedback using AI-powered applications. • Critical reflection on AI-human synergy. Session 5: The Future of Work & Personal AI Strategy • Analysis of jobs at risk and opportunities created by AI. • Career upskilling pathways and personal AI adoption strategies. • Final presentations, feedback, and certification.



1. Interactive Lectures: presentations introduce core AI concepts, ethical considerations, and professional skills frameworks.

2. Case Studies & Group Discussions: real-world scenarios encourage critical thinking and peer learning on AI's impact across industries.

3. Hands-On Tool Practice: participants engage directly with AI platforms such as ChatGPT, Canva, Notion AI, and negotiation simulators to build practical skills.

4. Simulation Exercises: role-play and workflow labs provide opportunities to apply AI tools in decision-making, communication, and workplace contexts.

5. Collaborative Projects: participants co-develop ethical checklists, productivity workflows, and career roadmaps, reinforcing applied learning.

6. Final Presentations & Feedback: course concludes with participant presentations of personal AI adoption strategies, followed by peer and facilitator feedback.



- Professionals seeking to integrate AI into their work and decisionmaking.
- Jobseekers aiming to strengthen digital and future-ready skills.
- Educators interested in applying AI in teaching and learning contexts.
- Entrepreneurs exploring AI tools for innovation and productivity.
- NGO staff and development practitioners looking to leverage AI responsibly in social impact initiatives.