ACADEMY
TU BERLIN

2 DAYS, 8 HOURS PER DAY · IN PERSON · ENGLISH

Introduction & Principles of Generative AI for the Workplace

Optimize Your Workflows: Master Generative AI for Professional Management.

DATES

New dates in preparation

Date, price and enrollment deadline appear on the course page as soon as they are confirmed.

FORMAT	In person	LANGUAGE	English
DURATION	2 days, 8 hours per day	LOCATION	Berlin
CERTIFICATE	Certificate of Participation		

EDUCATIONAL LEAVE BEGINNERS

Course Overview

In today's organizational landscape, managing vast amounts of documentation and complex internal processes is a constant challenge. This two-day intensive course at the TU Berlin Academy bridges the gap between cutting-edge technology and excellent administrative work. Designed specifically for professionals without a background in computer science, this course will give you a clear, practical understanding of how Large Language Models (LLMs) can transform your daily work. From automating report summaries to optimizing internal communication and designing smart workflow tools, you'll learn how to use generative AI responsibly and effectively. Take the leap into the future of administration and make AI your most reliable co-pilot.

Course Content

MODULE 1 – INTRODUCTION TO ARTIFICIAL INTELLIGENCE IN ORGANIZATIONS

- What is AI?
- What is generative AI?
- Overview of current AI technologies
- Large Language Models (LLMs) and their capabilities
- Opportunities and limitations of AI systems
- AI in organizational settings

MODULE 2 – UNDERSTANDING GENERATIVE AI AND LARGE LANGUAGE MODELS

- Conceptual overview of LLMs
- How AI systems learn from data
- Model limitations and uncertainties
- Understanding hallucinations
- Critical evaluation of AI results

MODULE 3 – PROMPT ENGINEERING FOR PROFESSIONAL USE

- What is prompting?
- Creating effective prompts
- Role prompting (role assignment)
- Designing context and instructions
- Iterative refinement of prompts
- Prompt templates for professional tasks

MODULE 4 – AI-SUPPORTED INFORMATION PROCESSING

- Working with large text documents
- Extraction of structured information
- AI-powered summaries
- Organization of textual information
- AI support for analytical tasks

Learning Goals

Upon completion of the course, participants will be able to:

- Understand the basic concepts of artificial intelligence and generative AI.
- Grasp the principles behind large language models (LLMs).
- Interact effectively with AI systems using structured prompting techniques.
- Understand the basic principles of Python programming in the context of AI-powered tools.
- Explore how AI can support administrative and organizational tasks.

Participation & Requirements

TARGET GROUP	This course is intended for project managers, policy analysts, executives, and team leaders, as well as public sector employees and administrative staff.
PRIOR KNOWLEDGE	No prior knowledge of programming, computer science, or AI is required.
TECHNICAL REQUIREMENTS	For the hands-on exercises, you must have your own laptop with administrator privileges (to install specific programs).
CERTIFICATE DETAILS	Upon successful completion, you will receive a certificate of completion from TU Berlin. This course is recognized in accordance with Section 10(5) of the Berlin Educational Leave Act (BiZeitG).

Instructors

Prof. Dr. Hamid Mostofi

Prof. Dr. Hamid Mostofi is a professor of data science and artificial intelligence at SRH Berlin University of Applied Sciences and a senior researcher and project manager at TU Berlin, focusing on the application of AI in business and socioeconomic contexts.

His research interest lies in the application of data science techniques and artificial intelligence to sustainability concepts, taking into account social acceptance, perception, and attitude, as well as socio-economic factors.

He completed his PhD at TU Berlin with the grade "Summa cum laude." During his PhD, he worked as a research assistant at TU Berlin and was involved in the projects by the Federal Ministry for the Environment (BMU) and Federal Ministry for Economic Affairs and Climate Action (BMWK).

Currently he is the work package leader of MDZT (Mittelstand-Digital Zentrum Tourismus) funded by Federal Ministry of Economic Affairs and Energy BMWE since 2024 which is working on empowering SMEs by application of AI and digitalisation in Germany. In addition, he was also a visiting researcher by the University of California, Berkeley (UC Berkeley).

QUESTIONS ABOUT THIS COURSE?

Register Now

https://academy-tu.berlin/en/courses/short/data-science/generative-ai-administration-practical-applications

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Course is recognized as educational leave in Berlin

No prior IT knowledge required

QR code to the course page

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