

AI at Work: staff training programme

AI Data House, Islamabad



Who it is for

Staff at any organisation. Banks, transport, NGOs, software houses, government teams.

Three tracks: leaders, office and operations staff, IT and data teams.

How it runs

- On-site in Lahore or Islamabad, or online.
- Urdu, English, or both.
- 20 to 30 people per batch.
- Laptops for the hands-on modules.
- Evenings and weekends possible.

	Module	What it covers	Length
Level 1. Foundations			
1	Safe AI at work	What stays out of public AI tools. Checking answers. Letters and minutes in Urdu and English.	Half day
2	For managers: where AI fits	Three tasks to try. The team's AI-use rule.	2 hours
Level 2. Department tools			
3	Excel and Google Sheets with AI	Formulas by asking. Cleaning and merging sheets.	Full day
4	Reports and MIS	Daily MIS from raw files. A simple dashboard.	Full day
5	Build your own tools, no coding	A small tool your department uses every day.	Set after the needs check
Level 3. Automation			
6	Automate your department's routine work	Each department builds and runs its own automation.	Set after the needs check
Level 4. Private AI			
7	Private AI on your own servers	AI on your own machines. Your data stays inside.	Set after the needs check
Level 5. Advanced			
8	A chatbot for your SOPs and staff training	Answers with the page they came from.	Set after the needs check
9	Computer vision and its uses	What a model can pick out in a photo or video.	Set after the needs check

Modules. Start where your team is. We check needs first, then build your programme from these modules.

Each person leaves with

- An AI Data House certificate of completion.
- The team's own AI-use rule sheet, written in the session.

How we start

1. Needs check: a call with you and a short form for your staff.
2. Design: we send an outline built on your team's tasks. You approve it.
3. Delivery: on-site or online, hands-on.
4. After the session: you keep the rule sheet and the certificates.

Your trainer

Awais Rafeeq, founder and CEO, AI Data House. 500+ projects delivered. Advises businesses on process automation and data analytics.

Sessions we can name

Orange Line Metro, Lahore (on-site, 30 Jun to 2 Jul 2025). Digital Galaxy, "Women & the Future of AI" (online, 26 Sep 2026, taught in Urdu). Hosted by Sadia Zeeshan.

Orange Line Metro covered no-code tools, department automation, private AI, an SOP chatbot and computer vision.

Fees

Quoted per batch after the needs check.

Request a proposal

We reply within one business day.

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