

# AI SKILLS FOR WORKPLACE COMMUNICATIONS CERTIFICATE

## Program Description

Generative AI is rapidly redefining how professionals communicate, collaborate, and drive results across every industry. As organizations seek new ways to boost productivity and stay competitive, mastering AI-powered tools and strategies has become essential for workplace success. This certificate program empowers you to confidently integrate generative AI into your daily work, transforming the way you write, present, collaborate, and lead business process innovation.

Throughout the program, you will explore how to partner with AI for clear, compelling written communications and dynamic presentations that resonate with any audience. You'll develop a robust framework for selecting the right AI tools, crafting effective prompts, and seamlessly embedding AI-generated insights into your workflows. By applying proven methods for productivity and automation, you'll discover how to overcome bottlenecks, streamline operations, and unlock new levels of efficiency. Guided by Cornell's expert faculty, you'll examine practical use cases and real-world scenarios, ensuring every skill translates directly to your professional environment.

This program will equip you to leverage generative AI with confidence — enhancing your impact, accelerating your projects, and positioning yourself as a forward-thinking leader in the evolving digital workplace.

## Key Takeaways

- Collaborate with AI to draft and refine persuasive communications
- Apply generative AI to enhance presentation planning and delivery
- Identify and implement AI tools to boost individual and team performance
- Design AI co-pilots to address scaling, cost, and quality challenges
- Use AI to improve organizational productivity and automate processes
- Harness AI to enable information flow and service new business models

## What You'll Earn

- AI Skills for Workplace Communications Certificate from Cornell SC Johnson College of Business and Cornell Tech
- 52 Professional Development Hours (5.2 CEUs)
- Clock Hours: 56

## Who Should Enroll

- Professionals who want to use AI to complete daily tasks more effectively
- Employees looking to streamline routine processes and save time
- Individuals responsible for creating reports, presentations, or other deliverables
- Team members seeking to boost productivity and collaboration with AI

- Anyone interested in applying AI to improve everyday workplace results

## Total Investment

- 2 months to complete all the courses

## How to Enroll

For more information on how to enroll, please visit AI Skills for Workplace Communications Certificate (<https://ecornell.cornell.edu/certificates/ai/ai-skills-for-workplace-communications/>).

## Program Requirements

Code	Title	Hours
<b>Required Courses</b>		
eCornell LSM733	Generative AI for Written Communication	
eCornell LSM732	Preparing for Effective Presentations Using Generative AI	
eCornell CTECH478	Working With Generative AI to Become More Effective	
eCornell CTECH478	Using Generative AI to Transform Business Processes	