GlobalWork '26
CONFERENCE

A PRACTICAL GUIDE

THE 30-DAY AI UPSKILLING PLAN

A Step-by-Step Plan for
Busy Professionals to Learn AI,
Apply It with Confidence,
and Create Real Impact
at Work.

INTRODUCTION

Most professionals do not have six uninterrupted months to study artificial intelligence.

You may have a full-time job, a business, family responsibilities or an active job search. You know AI is changing work, but the volume of courses, tools, videos and conflicting advice makes it difficult to decide where to begin.

So you save another tutorial. You test another application. You collect more prompts.

But after several weeks, you may still struggle to answer a simple question:

What can I now do better because I have been learning AI?

That is the problem this 30-day AI upskilling plan is designed to solve.

It will not make you an AI expert in one month. It will help you build something more immediately useful: a working understanding of AI, experience applying it to a real task, a responsible verification process and evidence you can show an employer, client or colleague.

WHY YOUR APPROACH TO AI UPSKILLING MATTERS

The pressure to learn is understandable.

The World Economic Forum reports that employers expect 39% of workers' core skills to change by 2030. AI and big data are among the fastest-growing skills, but analytical thinking, creative thinking, resilience, leadership and lifelong learning remain important. The opportunity therefore lies in combining technological capability with human judgement—not choosing one over the other. World Economic Forum, Future of Jobs Report 2025

Workplace adoption and formal training are also developing at different speeds.

A UK employer survey fielded between March and June 2024 and published in January 2026 found that 31% of employers were already using AI, while only 11% had provided AI training during the preceding year. Among employers using or planning to use AI, 56% described their organisational knowledge as beginner or novice. UK Government, AI Skills for Life and Work: Employer Survey Findings

39%

OF WORKERS' CORE SKILLS ARE EXPECTED TO CHANGE BY 2030.

This gap creates a risk, but it also creates an opening for professionals who can demonstrate responsible, practical application.

The OECD's July 2026 research makes an important distinction: most workers will not require advanced model-development skills. They will need sufficient AI literacy to understand, use and critically assess AI in their work. OECD, Skills in the AI Age

56%

OF ORGANISATIONS USING OR PLANNING TO USE AI DESCRIBE THEIR KNOWLEDGE AS BEGINNER OR NOVICE.

YOU DO NOT NEED TO LEARN EVERYTHING.

YOU NEED TO LEARN WHAT IMPROVES YOUR ABILITY TO CREATE VALUE.

BEFORE YOU BEGIN:

CHOOSE ONE REAL WORKPLACE PROBLEM

Do not start your 30-day plan by downloading five AI tools.
Start with a problem.

Choose one recurring, low-risk task that takes time, creates frustration or could be completed more effectively.

EXAMPLES OF PROBLEMS YOU CAN CHOOSE:

- Summarising non-confidential meeting notes
- Developing first drafts of routine emails
- Creating presentation outlines
- Reorganising research notes

MY 30-DAY COMMITMENT

Over the next 30 days, I will learn to use AI responsibly to improve _____

while measuring _____

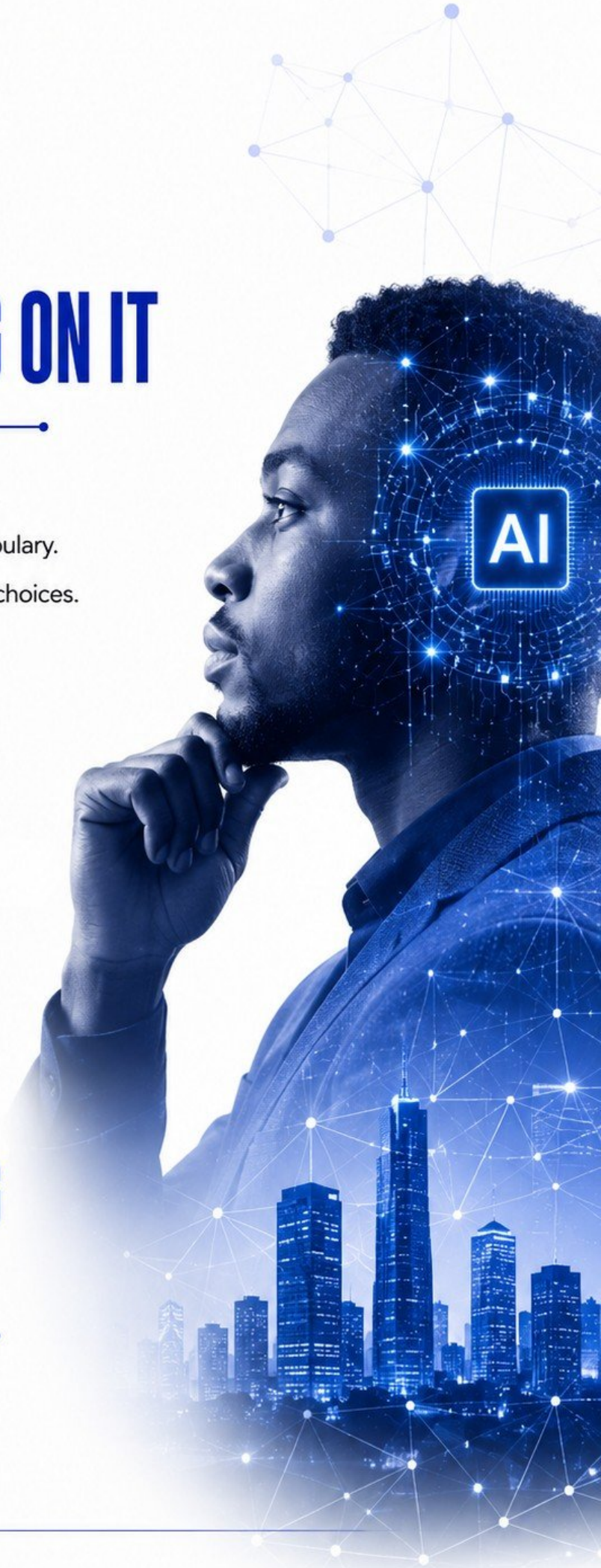
WEEK 1

UNDERSTAND AI BEFORE DEPENDING ON IT

Your first week is about building foundations.

The objective is not to memorise technical vocabulary.

It is to understand enough to make responsible choices.



THIS WEEK YOU WILL:

- Define your starting point.
- Learn what Generative AI actually does.
- Learn your organisation's AI rules.
- Compare weak and strong AI instructions.

BUILD UNDERSTANDING BEFORE SPEED.

Responsible AI use starts with knowing what AI can do, what it cannot do, and when human judgement matters most.

WEEK 1 • DAY 1

DEFINE YOUR STARTING POINT

Complete a short self-assessment before beginning your 30-day plan.
The purpose of today's exercise is to understand where you are today so you can measure meaningful progress over the next 30 days.

SELF-ASSESSMENT

1. What AI tools have I used?

2. What tasks have I used them for?

3. What can I do confidently?

4. Where do I usually struggle?

THINK AHEAD

How do I currently verify an AI-generated answer?

What would meaningful improvement look like after 30 days?

YOU CANNOT IMPROVE WHAT YOU HAVE NOT MEASURED.

Today's goal is awareness—not perfection. A clear starting point makes progress visible.

WEEK 1 • DAY 2

LEARN WHAT GENERATIVE AI ACTUALLY DOES

Develop a simple understanding of how Generative AI produces text, images and other outputs.

Focus on its practical limitations.

IMPORTANT LIMITATIONS

- It can generate plausible but inaccurate information.
- Its answers can change when the instruction changes.
- It may reflect bias in data or design.
- It does not automatically understand your organisation.
- It cannot accept accountability for your decisions.

TODAY'S EXERCISE

Choose one AI tool you currently use.

1. What task do I normally use it for?
2. Which of today's limitations could affect my work?
3. What should I personally verify before using its output?

THE GOAL IS NOT FEAR. IT IS INFORMED USE.

Responsible AI users understand both the strengths and the limitations of the tools they use.

WEEK 1 • DAY 3

LEARN YOUR ORGANISATION'S RULES

Find out whether your employer has:

- An approved list of AI tools
- An acceptable-use policy
- Data-protection guidance
- Rules about confidential information
- Disclosure requirements
- Restrictions for particular tasks
- A person or team responsible for AI questions

IMPORTANT

If no policy exists, that is not permission to upload sensitive information.

Use non-confidential, anonymised or fictional material for practice.

TODAY'S EXERCISE

Review your workplace or organisation and complete the following.

1. Which AI tools are approved for use in my organisation?

2. What information should never be shared with an AI tool?

3. If I am unsure about AI use, who should I ask?

GOOD AI USE STARTS WITH GOOD JUDGEMENT.

Understanding your organisation's rules protects both your work and the people you serve.

WEEK 1 • DAY 4

COMPARE WEAK AND STRONG AI INSTRUCTIONS

Give an approved AI tool a broad instruction.
Then rewrite it to include more useful context.

A STRONG AI INSTRUCTION INCLUDES:

- ✓ Objective
- ✓ Relevant context
- ✓ Intended audience
- ✓ Required format
- ✓ Constraints
- ✓ Quality criteria
- ✓ A direction not to invent missing information

TODAY'S EXERCISE

Choose one task from your work and improve an AI instruction.

STEP 1 Write the original instruction you would normally give.

STEP 2 Rewrite the instruction using today's checklist.

STEP 3 What improvements do you expect in the AI's response?

END OF WEEK 1

What is the most valuable thing you learned this week about using AI responsibly?

BETTER AI RESULTS BEGIN WITH BETTER INSTRUCTIONS.

Effective prompting is less about clever wording and more about giving AI the right context, constraints and objective.

WEEK 1 • DAY 5

PRACTISE VERIFICATION

Ask the tool to produce something containing facts or references.

Then check every material claim against credible original sources.

RECORD YOUR FINDINGS

- What was correct
- What was unsupported
- What was misleading
- What required additional context
- How long verification took

IMPORTANT LESSON

Fluent writing is not proof of accuracy.

Verification protects your reputation and the people affected by your work.

TODAY'S EXERCISE

Choose one AI-generated response you have received recently and complete the following.

1. Which claims did I verify?
2. Which original sources did I use?
3. What surprised me during verification?

VERIFY FIRST. TRUST SECOND.

Responsible professionals verify important AI-generated information before making decisions or sharing it with others.

WEEK 1 • DAY 6

CREATE YOUR PERSONAL AI SAFETY CHECKLIST

Write five questions you will answer before using AI.

MY AI SAFETY CHECKLIST

1. Is this tool approved for the task?
2. Am I authorised to enter this information?
3. How will I verify the output?
4. Who could be affected if it is wrong?
5. Who remains accountable for the result?

MY AI COMMITMENT

Write one personal rule you will follow every time you use AI.

SAFE AI USE STARTS WITH GOOD HABITS.

The best AI checklist is one you consistently follow before every important task.

WEEK 1 • DAY 7

REVIEW RATHER THAN RUSH

Write down:

WEEK 1 REFLECTION

- Three lessons from the week

1.

2.

3.

- One behaviour you need to change

BY THE END OF WEEK 1,

You should understand AI well enough to approach it with informed caution—not blind confidence or unnecessary fear.

READY FOR WEEK 2?

Next, you will begin applying these foundations to practical workplace tasks and building confident AI habits through daily practice.

UNDERSTAND FIRST. APPLY WITH CONFIDENCE.

Strong AI skills begin with thoughtful habits, responsible judgement, and continuous reflection.

WEEK 2

APPLY AI TO YOUR REAL WORK

You have spent the first week building a foundation. Now it is time to put that understanding into practice.

This week is not about automating everything or finding the most impressive AI tool. It is about learning where AI can genuinely assist your work—and where human judgement must remain.

You will move from general learning to role-specific practice, using AI carefully on real tasks you already understand.

THIS WEEK YOU WILL:

- Break a real task into clear stages.
- Identify where AI can genuinely add value.
- Establish a baseline for your current process.
- Test AI on one small, lower-risk part of the task.

KNOW THE WORK. THEN KNOW WHERE AI FITS.

The most effective use of AI begins with understanding the task, setting clear boundaries, and applying the tool where it can genuinely improve the work.

WEEK 2 • DAY 8

APPLY AI TO YOUR REAL ROLE

Move from general learning to role-specific practice. Choose one real task you already understand and begin testing where AI can genuinely assist.

1. START WITH ONE REAL TASK

Choose a task you do regularly and understand well. Avoid starting with your most complex or high-risk responsibility.

THE TASK I WANT TO EXPLORE:

2. BREAK YOUR CHOSEN TASK INTO STAGES

Map the task step by step. Identify what actually happens from beginning to end.

1.
2.
3.
4.
5.
6.

3. WHERE CAN AI GENUINELY ASSIST?

Look at each stage and identify where AI could add value without taking over the entire workflow.

4. WHERE MUST HUMAN CONTROL REMAIN STRONGEST?

Identify the stages that require human judgement, context, ethics or final decision-making.

REMEMBER

The goal is not to hand the entire task to AI. The goal is to understand where AI can assist—and where your expertise still matters most.

TODAY'S EXERCISE

Choose one real task from your work. Break it into stages. Mark one stage where AI could assist and one stage where human control must remain strongest.

MAP THE WORK. THEN TEST THE RIGHT PART.

Effective AI use begins with understanding the workflow before deciding where automation belongs.

WEEK 2 • DAY 9

ESTABLISH A BASELINE

Before you measure improvement, you need to understand your starting point.
Complete your chosen task once using your normal process before introducing AI.

1. COMPLETE THE TASK NORMALLY

Carry out your chosen task using your normal process. Do not introduce AI yet. Pay attention to how the work actually feels.

TASK:

2. RECORD YOUR BASELINE

Capture what happens when you complete the task using your current approach.

1. TIME REQUIRED

How long did the task take?

2. ERRORS OR CORRECTIONS

What needed to be corrected or redone?

3. DIFFICULT STAGES

Which parts of the task required the most effort?

4. QUALITY OF THE FINAL RESULT

How satisfied are you with the final result?

5. FEEDBACK

What feedback did you receive, where appropriate?

3. WHAT DID YOU NOTICE?

Before moving forward, reflect on the experience of completing the task without AI.

WHY THIS MATTERS

Without a baseline, you may feel faster with AI without knowing whether you genuinely improved.

TODAY'S EXERCISE

Complete your chosen task once using your normal process. Record the time required, errors or corrections, difficult stages, quality of the result and any feedback received.

MEASURE FIRST. THEN IMPROVE WITH EVIDENCE.

A meaningful improvement is easier to recognise when you know exactly where you started.

WEEK 2 • DAY 10

USE AI FOR ONE SMALL STAGE

Apply AI to one lower-risk part of the task.
Do not automate the entire workflow.
Your first objective is to understand how the tool behaves when given a narrow, clearly defined responsibility.

THE STAGE I WILL TEST:

WHAT AI WILL DO:

WHAT THE RESULT WAS:

FOCUS

Start small.
Learn deeply.
Scale wisely.

START SMALL. LEARN DEEPLY. SCALE WISELY.

WEEK 2 • DAY 11

IMPROVE THE CONTEXT

Give AI the information it needs for a better result.

BEFORE YOU START

What task will you give AI?

ADD BETTER CONTEXT

1 MY OBJECTIVE

What do I want to achieve?

2 MY AUDIENCE

Who is this for?

3 KEY INFORMATION

What does AI need to know?

4 CONSTRAINTS

What should AI consider or avoid?

TRY IT

Now rewrite your prompt with better context.

BETTER CONTEXT ⟶ BETTER OUTPUT.

WEEK 2 • DAY 12

REQUEST ALTERNATIVES

Don't settle for the first answer.
Ask AI to show you other ways
to approach the task.

START WITH ONE APPROACH

What am I asking AI to help me do?

ASK FOR ALTERNATIVES

01

ANOTHER APPROACH

Give me another way
to approach this.

02

A BETTER OPTION

What would you
do differently?

03

A DIFFERENT PERSPECTIVE

What other perspective
should I consider?

WHAT DID I CHOOSE?

Which approach worked best, and why?

MORE OPTIONS → BETTER CHOICES.

WEEK 2 • DAY 13

TEST THE LIMITS

Find out what AI can—and cannot—do well.

PUT IT TO THE TEST

What task will you test?

TEST 3 THINGS

01

COMPLEXITY

Make the task harder.

02

EDGE CASES

Try an unusual situation.

03

ACCURACY

Check whether the result is reliable.

WHAT DID I LEARN?

What can AI handle well?

Where does it struggle?

KNOW THE LIMITS.
WORK WITHIN THEM.

WEEK 2 • DAY 14

DOCUMENT WHAT WORKED

Capture what you learned while it's still fresh.

LOOK BACK

What AI task did you test this week?

WHAT WORKED?

What worked well?

What didn't work?

TAKE IT FORWARD

What is one thing I will do differently next time?

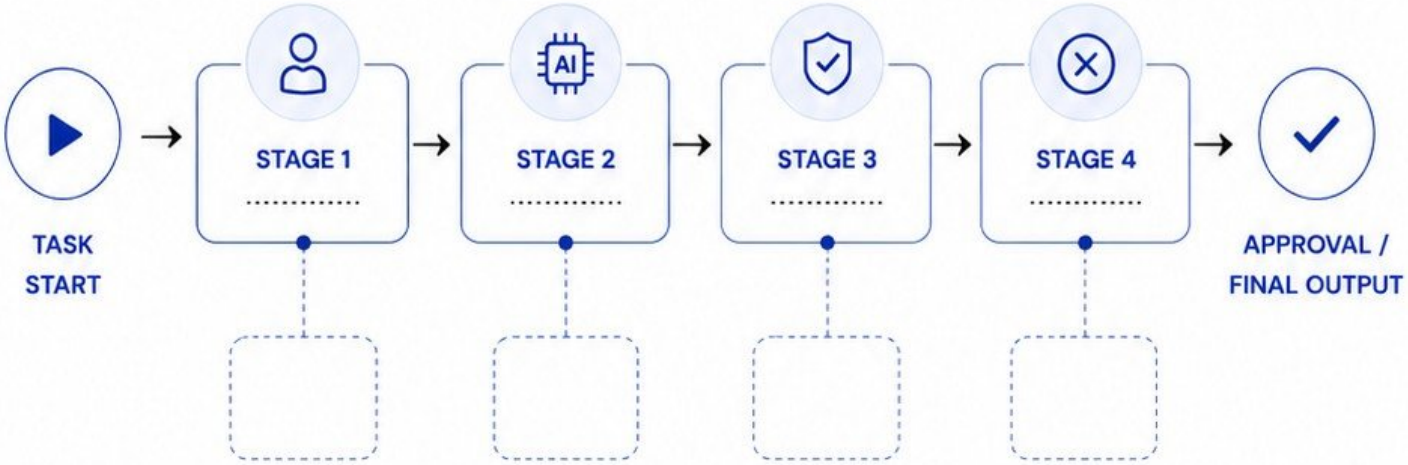
GOOD DOCUMENTATION ⟶ REPEATABLE SUCCESS.

WEEK 3:
BUILD A REPEATABLE AI-ASSISTED WORKFLOW

An isolated experiment is useful.
A safe and repeatable process is more valuable.

DAY 15: DRAW THE WORKFLOW

Map the task from beginning to approval.



HUMAN-LED | AI-ASSISTED | HUMAN-VERIFIED | NOT SUITABLE FOR AI

This prevents a common mistake: **inserting AI into every stage** simply because it is available.

WEEK 3 • DAY 16

CREATE A REUSABLE INSTRUCTION TEMPLATE

Turn a strong prompt into a template you can reuse.

BUILD YOUR TEMPLATE

Fill in the structure below for a task you perform repeatedly.

01 PURPOSE
What needs to be achieved?

02 AUDIENCE
Who is this for?

03 SOURCE MATERIAL
What information should AI use?

04 REQUIRED OUTPUT
What should the final result look like?

05 CONSTRAINTS
What should AI consider or avoid?

06 VERIFICATION
How will you check the result?

07 APPROVAL
What must be reviewed before use?

MAKE IT REUSABLE

What task will I use this template for?

REUSE THE STRUCTURE. REFINE THE DETAILS.

WEEK 3 • DAY 17

DEVELOP A QUALITY RUBRIC

Before generating the next output, define what 'good" means.

WHAT DOES "GOOD" LOOK LIKE?

Choose the criteria you will use to judge your AI output.

01 ACCURATE
Is the information correct?

02 COMPLETE
Is anything important missing?

03 CLEAR
Is the result easy to understand?

04 RELEVANT
Does it fit the intended audience or task?

05 SUPPORTED
Are claims supported by reliable information?

06 APPROPRIATE
Does it follow the required tone, rules or constraints?

MY QUALITY CHECK

What must be true before I accept the output?

How will I verify it?

DEFINE "GOOD"
BEFORE YOU JUDGE THE RESULT.

WEEK 3 • DAY 18

RUN THE COMPLETE CONTROLLED WORKFLOW

Run the workflow you designed.
Keep the human checks in place.

RUN IT

01 AI

USE AI
At the approved stages

02

CHECK
Complete the human reviews

03

RECORD
Track the total time

MY WORKFLOW TEST

Task I tested: _____

Time without AI: _____

Time with AI: _____

Did the workflow improve the result? ☐ Yes ☐ No ☐ Not sure

HUMAN CHECK

What did I need to review or correct?

_____

_____

What would I change before running it again?

_____

_____

AI CAN SPEED UP THE WORK.
YOU STILL OWN THE CHECK.

WEEK 3 • DAY 19

EXAMINE FAILURE POINTS

Find where the workflow slows down, breaks, or produces weak results.

FIND THE WEAK POINT

Think about the workflow you tested yesterday.
Where did it slow down or produce a weak result?

WHAT CAUSED IT?

- ☐ **SOURCE** — The information provided was unclear or incomplete.
- ☐ **INSTRUCTION** — The prompt contained too many tasks or unclear directions.
- ☐ **VERIFICATION** — Checking the result took too long or revealed problems.

Something else? _____

MY BIGGEST FAILURE POINT

What is the main weakness I need to fix?

What will I change?

WEEK 3 • DAY 20

IMPROVE ONE WEAKNESS

1. CHOOSE ONE CHANGE

Think about the weakness you identified yesterday.

What is the ONE change you will make to improve the workflow?

2. MAKE ONE CHANGE

BEFORE
The workflow as you tested it.

ONE CHANGE
The single thing you will modify.

AFTER
The improved version you will test.

What exactly will I change?

3. TEST IT AGAIN

Run the workflow again with your one change.

Did the result improve?

☐ **YES** — clearly better

☐ **A LITTLE** — some improvement

☐ **NO** — the weakness remains

What changed in the result?

4. WHAT DID I LEARN?

Changing one thing helped / did not help because...

WEEK 3 • DAY 21

WRITE ONE-PAGE PROCESS GUIDE

BUILD THE GUIDE

Capture the rules, steps, checks, and ownership needed to use the workflow consistently.

01 WHEN TO USE IT

When should this workflow be used?

02 WHEN NOT TO USE IT

When should this workflow NOT be used?

03 INFORMATION

What information is permitted?

04 REQUIRED STEPS

What are the required steps?

05 VERIFICATION

How will the result be verified?

06 APPROVAL

Who approves the result?

07 RECORDS

What records should be retained?

USE → INPUT → STEPS → VERIFY → APPROVE → RETAIN

WEEK 4:
TURN LEARNING INTO PROFESSIONAL EVIDENCE

Certificates can support your profile, but applied evidence makes your capability easier to understand.

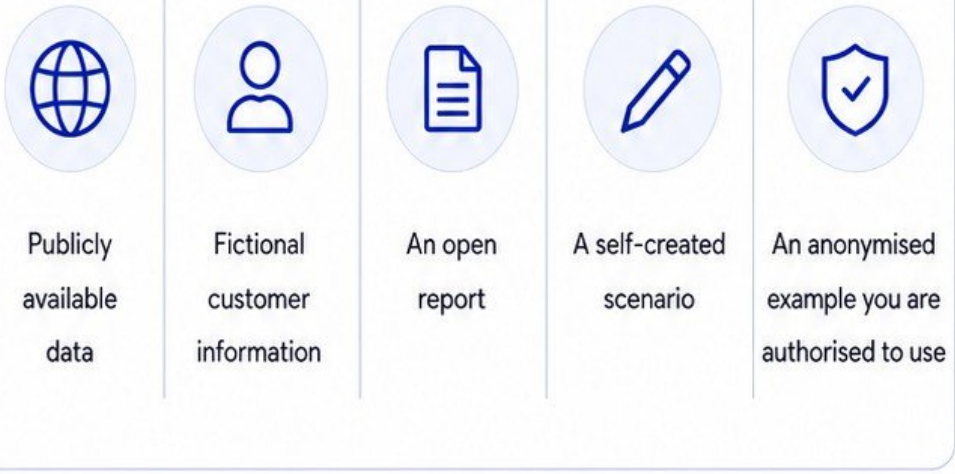
Your final week is about converting what you have learnt into something credible and communicable.

DAY 22:

SELECT AN APPROPRIATE DEMONSTRATION

Choose a version of your work that can be shared without exposing confidential or proprietary information.

You could recreate the workflow using:



DAY 23:

CAPTURE THE "BEFORE"

Show how the task was previously completed, how long it took or what problem existed.

BEFORE — WHAT HAPPENS NOW?

- [ ] I have described the original task
- [ ] I have recorded the steps involved
- [ ] I have estimated or recorded the time taken
- [ ] I have identified the main problem or friction
- [ ] I have avoided exaggerating the weaknesses

1. THE ORIGINAL TASK

What were you trying to accomplish?

2. HOW WAS IT DONE BEFORE?

Briefly describe the original process.

3. RECORD THE BASELINE

TIME REQUIRED	NUMBER OF STEPS	PEOPLE INVOLVED	MAIN PROBLEM	OUTPUT PRODUCED

4. EVIDENCE I CAN SHOW

- [ ] Screenshot
- [ ] Example output
- [ ] Process notes
- [ ] Time estimate
- [ ] Error/problem example
- [ ] Other: _____

KEEP IT HONEST

Avoid exaggerating the weakness of the original process simply to make the improvement look impressive.

DAY 24:

CAPTURE YOUR METHOD

Explain how you used AI, what role it played, and how you remained responsible for the final result.

1. EXPLAIN YOUR METHOD

THE PROBLEM
What problem were you trying to solve?

WHY AI WAS APPROPRIATE
Why was AI useful for this task?

THE TOOL'S ROLE
What did the AI actually do?

YOUR OWN ROLE
What decisions or work did you contribute?

HOW YOU PROTECTED INFORMATION
How did you protect confidential or sensitive information?

HOW YOU CHECKED THE OUTPUT
How did you verify the AI-generated result?

2. MY METHOD IN ONE VIEW

PROBLEM → AI INPUT → AI OUTPUT → MY REVIEW → FINAL RESULT

3. RESPONSIBILITY CHECK

- [ ] I know what AI contributed.
- [ ] I made the final decisions.
- [ ] I checked the output before using it.

WHY THIS MATTERS
This demonstrates judgement, not just tool familiarity.

DAY 25:

CAPTURE THE RESULT

Present measurable evidence where possible:

Minutes saved

_____

Fewer revision rounds

_____

Clearer structure

_____

Errors detected before submission

_____

Improved reviewer feedback

_____

Greater consistency

_____

EVIDENCE I CAN SHOW

☐ Time comparison ☐ Before/after example ☐ Reviewer feedback ☐ Error comparison ☐ Other: _____

MY RESULT

What changed?

_____

_____

_____

Do not invent an impressive percentage.

A modest, verifiable improvement is more credible than an unsupported claim.

DAY 26:

DOCUMENT THE LIMITATIONS

State what the tool could not do reliably and where human judgement remained essential.

DAY 26:

DOCUMENT THE LIMITATIONS

State what the tool could not do reliably and where human judgement remained essential.

LIMITATIONS I OBSERVED

- ☐ _____
- ☐ _____
- ☐ _____

HUMAN JUDGEMENT REMAINED ESSENTIAL

Where did I need to make the final judgement?

_____

_____

_____

RESPONSIBILITY CHECK

- ☐ I identified what the tool could not do reliably.
- ☐ I did not treat AI output as automatically correct.
- ☐ I kept human judgement in the process.

This strengthens your case study because responsible professionals **understand limitations**.

DAY 27:

CREATE A SHORT PORTFOLIO CASE STUDY

Use this structure:

CHALLENGE:
What needed improvement?

APPROACH:
How did you use AI?

CONTROLS:
How did you manage accuracy, privacy and bias?

RESULT:
What changed?

LEARNING:
What would you improve next time?

CASE STUDY CHECK

- ☐ Clear problem
- ☐ Responsible AI use
- ☐ Evidence of change

MY ONE-SENTENCE CASE STUDY

Keep it **concise** enough to discuss during an interview or performance review.

DAY 28:

EXPLAIN IT TO ANOTHER PERSON

Share the process with a trusted colleague, mentor or learning partner.

1. PREPARE YOUR EXPLANATION

What was the task?

How did AI help?

What did you check?

2. TEACH-BACK CHECK

Could I explain the workflow clearly?

- [ ] I can explain what the AI did.
- [ ] I can explain what I did.
- [ ] I can explain how I checked the output.

WHAT WAS HARD TO EXPLAIN?

What part of the workflow did I need to clarify?

If you cannot explain what the AI did, what you did and how the output was checked, you **do not yet understand the workflow well enough.**

READY TO EXPLAIN

- [ ] Yes
- [ ] Not yet

WHAT YOU SHOULD HAVE AFTER 30 DAYS

If you follow the plan consistently, you should finish with:

- A clearer understanding of AI's capabilities and limitations
- A personal safety and verification checklist
- Experience applying AI to a genuine task
- A repeatable AI-assisted workflow
- A reusable instruction template
- A quality-assurance rubric
- A short process guide
- A portfolio-ready case study
- A defined next learning goal

That is far more useful than a folder filled with **disconnected prompts.**

FIVE MISTAKES
THAT CAN WEAKEN YOUR
AI LEARNING PLAN

1

TRYING TO MASTER TOO MANY TOOLS

Choose one approved tool and one task initially. Transferable thinking skills matter more than constantly changing platforms.

2

WATCHING WITHOUT PRACTISING

Tutorials can introduce ideas, but application reveals what you actually understand.

3

MEASURING SPEED WHILE IGNORING QUALITY

Completing a task faster is not progress if the output creates more errors, risk or rework.

4

UPLOADING CONFIDENTIAL INFORMATION FOR CONVENIENCE

No productivity improvement justifies unauthorised disclosure of personal or commercially sensitive information.

5

TREATING AI AS A SUBSTITUTE FOR PROFESSIONAL KNOWLEDGE

AI is most useful when you can recognise whether its response fits the context. Continue strengthening your sector knowledge, communication, analytical thinking and judgement.

FREQUENTLY ASKED QUESTIONS

1

Can I really learn useful AI skills in 30 days?

You can build a strong foundation and develop one practical workflow in 30 days. The goal is not expertise; it is responsible application, evidence of improvement and a clear direction for continued learning.

2

Do I need coding skills for this AI upskilling plan?

No. This plan is intended for non-technical professionals using existing AI tools. Coding may become relevant if you later pursue AI development, data science or advanced automation.

3

How much time should I spend each day?

Approximately 20–30 focused minutes should be enough for most activities, although testing a complete workflow or developing the case study may require longer.

4

Which AI tool should I use?

Use a tool approved by your employer or institution and appropriate for your task. The ability to define problems, assess outputs and manage risks is more transferable than expertise in one platform.

5

Can I include an AI project on my CV or LinkedIn profile?

Yes, provided you describe your contribution accurately and do not disclose confidential information. Explain the problem, your method, the controls used and the verifiable result rather than simply listing an AI tool.

THE GOAL IS CAPABILITY – NOT ANXIETY

AI learning can easily become another source of professional pressure.

Every week brings a new tool, prediction or list of skills you are supposedly already late to learn. But unfocused urgency rarely produces meaningful capability.

A better approach is to begin with your real work, choose a manageable task, practise responsibly and document what changes.

Thirty days will not complete your AI education. It can, however, replace uncertainty with direction and passive interest with applied evidence.

That is a meaningful beginning.

> The professionals who thrive will not necessarily be those who chased every tool. They will be those who learnt how to use the right tools with **purpose**, **evidence** and **sound judgement**.

The Global Work Conference 2026, themed "**Unlocking Global Opportunities in the AI Economy**," is designed to continue these important conversations around AI, digital skills, careers, entrepreneurship and leadership.

DAY 1

Saturday,
5 September 2026,
11:00 am
UK/Nigeria time.

Day 1 is free, but registration is required.

DAY 2

Sunday,
6 September 2026,
Premium masterclass
(Paid)

Day 2 is an optional paid masterclass.

GET IN TOUCH

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REGISTER NOW

Scan the QR code to register for the FREE Day 1 Conference.

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Thank you for exploring the 30-Day AI Upskilling Plan.
We look forward to welcoming you to the Global Work Conference 2026.