NI Chamber
Driving Prosperity

AI Academy Learning Outcomes

November 2026 cohort

nichamber.com

Learning Outcomes

The AI Academy Masterclasses develop individual AI capability across different levels of fluency. Each level combines guided instruction and AI personalised and marked activities that mirror real work. Content is updated as the AI tools evolve, PAIR supportson-going capability building through their re-certification and constant content updates.

1. **Hands on AI Masterclasses learning outcomes across Fundamentals, Proficiency and Mastery**

Level	Topic	Learning outcomes
Fundamental	Write	• Use Artifacts to iterate on and share written drafts. • Select an appropriate AI model and mode for a writing task. • Use persona, chain-of-thought and conversational prompting to improve AI responses. • Enable and activate Work IQ for tasks requiring deep work context. • Attach files, context, examples and constraints to prompts to improve AI responses. • Generate and iteratively refine a first draft with AI. • Define prompt engineering and share high-performing prompts with colleagues.
Fundamental	Research	• Select an appropriate AI model and work mode for a research task. • Add escape hatches, citations, factual data and clear wording to prompts to improve accuracy. • Evaluate the accuracy of AI research and identify hallucinations. • Conduct grounded research tasks with AI. • Prompt AI to adopt contrasting personas and find counterpoints. • Summarise a research paper using AI.
Proficiency	Ideas	• Generate, share and iteratively refine prototypes in Pages. • Identify and solve risks or issues with AI-generated

		prototypes. • Use Copilot Voice chat and dictate to generate and refine ideas. • Define a pilot with AI to test an idea. • Write specific, content-rich prompts to generate ideas. • Use AI to source cross-industry insights and refine ideas. • Assess AI-generated ideas for bias and reliability. • Prompt AI to score, rank and tailor ideas using personas. • Generate diverse ideas and testable hypotheses with AI. • Use AI as a critical friend to stress-test ideas.
Proficiency	Analyse Data	• Select an appropriate AI model for data analysis. • Use Claude models in Copilot and Copilot in Excel to analyse data and create visualisations. • Generate testable hypotheses before data analysis. • Summarise datasets and perform basic data analysis using AI. • Generate data visualisations and synthetic data for exploratory analysis. • Train an algorithm and generate predictive analytics using AI or Compute Agent. • Verify the quality of AI-generated data analysis. • Explain how an LLM works.
Proficiency	Images	• Generate PowerPoint presentations with AI. • Generate images and videos with AI. • Select an appropriate AI model for image analysis. • Explore the limitations of AI image analysis and generation.

		• Analyse images and refine product designs using AI image analysis. • Transform images of notes into usable formats with AI.
Proficiency	Agents	• Define an AI agent and test ready-made agents. • Add custom instructions, context and starter prompts to agents or GPTs. • Test and refine agent instructions and outputs. • Share agents with colleagues and manage privacy settings. • Select, test and refine ready-made agents for practical use cases.
Mastery	Personalisation	• Schedule a prompt to run at a designated time. • Create a Notebook for related tasks. • Generate an audio summary of a Notebook. • Enable memory to personalise AI responses. • Complete elements of a project using a Notebook. • Personalise AI responses to your style.
Mastery	Workflow	• Copy and edit an AI-generated output in Pages. • Share a Page with colleagues. • Generate a meeting summary using Copilot. • Record and transcribe a Teams meeting using Copilot. • Analyse Teams messages with Copilot. • Schedule a meeting in Outlook with Copilot. • Draft, refine and get coaching feedback on email drafts using Copilot.
Mastery	Advanced Research	• Conduct complex research tasks with Research mode.

		• Conduct complex research tasks with Deep Research. • Conduct complex research tasks using Researcher Agent or Research Agent.
Mastery	Advanced Agents	• Use meta-prompting to have AI critique a prompt. • Prompt AI to cite relevant document sections in complex files. • Use a prompt-optimising platform to improve a prompt. • Specify a JSON schema for AI responses when building agents. • Evaluate di9erent versions of a prompt. • Specify output formatting to improve consistency. • Build an agent for a complex multi-source task. • Apply Markdown or XML-style formatting to improve AI responses.

2. Agentic AI Masterclassses learning outcomes across Fundamentals, Proficiency and Mastery

Level	Topic	Learning Outcomes
Fundamentals	Writing agentically	Navigate your Cowork workspace. • Delegate a writing task to Cowork and iterate on the output through conversational feedback. • Write detailed context instructions to tailor Cowork's output to your role and style. • Create a reusable Skill for a repeatable writing workflow. • Identify opportunities to delegate writing tasks to Cowork in your own role.
Fundamentals	Research agentically	• Conduct web-based research tasks using Cowork and verify the output for accuracy. • Synthesise information across OneDrive, Outlook and Teams into structured outputs.

		• Schedule a workflow to run automatically. • Identify opportunities to delegate repeatable research workflows in your own role.
Proficiency	Strategiser	Edit and orchestrate multi-skill workflows, install plugins, and schedule a strategic competitor review to run automatically.
Proficiency	Analyst	Use Cowork's data skills to explore datasets, build agentic analysis workflows, and turn raw numbers into structured insights.
Proficiency	Creator	Delegate presentation-building and customise plugins to build your own agentic marketer.
Proficiency	Admin Assistant	Assistant Use the Productivity plugin to handle repetitive day-to-day tasks.
Mastery	Agent orchestration	• Orchestrate a team of agentic employees. • Spawn sub-agents as personas. • Use CLI integrations. • Apply advanced token usage techniques

3. Lovable learning outcomes across Fundamentals

Level	**Topic**	**Learning Outcomes**
Fundamentals	Build	• Generate an interactive prototype in Lovable. • Iteratively refine a prototype through conversational follow-up prompts. • Manage credits e9iciently when generating prototypes in the free tier of Lovable. • Diagnose and fix bugs using Lovable's built-in debugging tools. • Identify opportunities to use Lovable for rapid prototyping in your own role. • Identify and manage risks of generating prototypes in Lovable.

Fundamentals	Publish	• Apply different styles to your prototypes in Lovable. • Generate accurate critique on your prototype designs using AI. • Implement design changes and small fixes to prototypes using visual edit mode. • Publish and share a Lovable prototype with colleagues for feedback. • Analyse basic analytics on your website's views in Lovable. • Identify opportunities to use Lovable for rapid prototyping in your own role.

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