

Creative Process Digital · Section 3 of the Employer Agreement

Training Plan

Version 1.0 · for the May 2027 course

Training Plan · AI Leadership Units · May 2027 course

This is the Training Plan referred to in Section 3 of the Employer Agreement: the employer reviews and agrees it by signing that Agreement.

Programme details

Programme	AI Leadership Units
Training provider	Creative Process Digital
Tutor	Johnnie Ball
Live sessions	Eight Thursdays, 2pm to 4pm, 6 May to 24 June 2027 (the taught part may run 90 minutes)
Planned start and end	6 May 2027 to 26 August 2027 (the task window: 16 weeks from the start)
Guided learning hours	90: up to 16 live, and at least 74 hours of set tasks (two tasks a week), in paid working hours
Units	AU0009 AI strategy and opportunity · AU0010 AI adoption, procurement and governance · AU0011 AI delivery and organisational transformation

The skills need

As for the first course: the same goals, for a second team.

Session by session

Session 1 · Thursday 6 May	Getting started with AI at work · AU0009
Session 2 · Thursday 13 May	Asking well: prompts that work · AU0009 · AU0010
Session 3 · Thursday 20 May	Your inbox and your writing · AU0009 · AU0010
Session 4 · Thursday 27 May	Meetings, research and briefs · AU0010
Session 5 · Thursday 3 June	Data, reports and forecasts · AU0010
Session 6 · Thursday 10 June	Documents and decks · AU0010 · AU0011
Session 7 · Thursday 17 June	Your own AI assistant · AU0011 · AU0010
Session 8 · Thursday 24 June	Leading AI safely in your team · AU0009 · AU0011

Acme Logistics Limited confirms this Training Plan for its May 2027 course, under the Employer Agreement already in place.

Confirmed for Acme Logistics Limited

Sam Okoro

Signed electronically by Sam Okoro · 3 February 2027, 16:31 GMT · Signature ID SIG-7F3K-41MY

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Date: 3 February 2027