Umi

AI course for companies

A hands-on course built on your company's own tasks. Your team learns to use AI for everyday work: e-mails, Excel spreadsheets, price quotes, meeting minutes and documents.

LENGTH	GROUP	FORMAT	LANGUAGE
2 – 8 hours	**up to 10 people**	**on-site or online**	**EN / SK**
to suit your needs	larger teams on request	Bratislava and around	to suit your team

Everything is tailored to you. We set the length, programme, topics and date to fit your company. The packages and programme below are a guide – we agree the exact scope after a short call.

01 Packages

PACKAGE	LENGTH	WHAT IT COVERS	PRICE
Start	about 2 hours	AI basics and safe handling of company data. For teams that are just starting with AI.	from **€390**
Practice MOST COMMON	3 – 4 hours	Your team solves its own work tasks with AI: e-mails, spreadsheets and documents. Our most common format.	from **€590**
In depth	6 – 8 hours or 2 sessions	Workflows and processes tailored to your company, more time for your own tasks and feedback.	from **€890**

Introductory offer: The first 5 companies get the Practice package for €390 instead of €590 in exchange for a short testimonial. Every package includes the training materials; support afterwards is agreed to suit you.

02 Practice package programme (3 hours)

An example – we adjust the order, topics and length.

0:00 – 0:30	**Introduction**	What AI can and cannot do, how to give it a task	DEMO
0:30 – 1:30	**E-mails and customers**	Replies, quotes, translations	EXERCISE
1:30 – 1:45	Break		
1:45 – 2:15	**Calendar and documents**	Google Workspace or Microsoft 365	EXERCISE
2:15 – 2:30	**GDPR and security**	What does not belong in AI	
2:30 – 3:00	**Your own task**	Everyone solves a real task	PRACTICE

03 What your team will learn

- Customer e-mails in the right tone
- Excel tables, formulas and charts
- Quotes and documents from your notes
- Meeting minutes with action items
- AI in your calendar and mail
- Security and GDPR

04 What you get

- Course materials
- Prompt templates for your tasks
- Rules for safe AI use at work
- Support after the course

05 Who it is for

Small and medium-sized companies and their teams: reception, sales, marketing, administration, management. No technical knowledge needed.

AI Act. Art. 4 of the EU AI Act requires companies using AI to take measures to support their staff's AI literacy (since 2 Feb 2025, as amended in 2026). The course is one such measure; it is not legal advice or a certification.

CONTACT

We prepare an offer for your company after a short call (about 15 minutes).

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