

AI Competence According to EU AI Act

Getting started for Employees

The aim of the EU AI Act with regard to employees is to ensure that they have the necessary knowledge and skills in dealing with AI systems. This includes several aspects such as a sense of responsibility for ethical and legal aspects in dealing with AI, recognizing potential risks and safety issues as well as conducting, documenting and demonstrating training activities.

This AI training course addresses these aspects and provides employees with a good introduction to the opportunities and risks of using AI. Practical examples are used to discuss strategies for integrating AI into work processes, legal frameworks such as the EU AI Act, the EU GDPR and ethical aspects to ensure the safe and responsible use of AI.

In particular, this EU AI Act training is very well suited to meet the requirements of the AI training obligation resulting from the EU AI Act.

Course Contents

- AI basics: possibilities and limits
- Digital transformation through AI
- Identification and assessment of risks
- Regulatory requirements (EU AI Act, ISO 42001)
- Ethics and responsibility
- Data protection and security
- Prompt engineering
- Integration into work processes
- Practical examples and possible applications in everyday office life
- Use in Microsoft Office applications
- Office scripts and VBA macros

Target Group

This EU AI Act training is aimed at employees who are looking for an introduction to AI from a user role and want to build up AI skills in line with the EU AI Act. Companies can use this training to comply with the AI training obligation.

Prerequisites

Fundamental knowledge of the Microsoft Office environment and a willingness to successfully apply artificial intelligence (AI) in everyday work are prerequisites for successfully completing this EU AI Act training course.

Course Target

You will gain a basic understanding of how modern language models work. You will learn about the various possible uses and fields of application of large language models and gain an insight into the practical use of Microsoft Copilot. You will also familiarize yourself with the current legal situation regarding the use of AI.

This Course in the Web



You can find the up-to-date information and options for ordering under the following link:

www.experteach-training.com/go/AIAC

Reservation

On our Website, you can reserve a course seat for 7 days free of charge and in a non-committal manner. This can also be done by phone under +49 6074/4868-0.

Guaranteed Course Dates

To ensure reliable planning, we are continuously offering a wide range of guaranteed course dates.

Your Tailor-Made Course!

We can precisely customize this course to your project and the corresponding requirements.

Training	Prices, excl. of V.A.T.	
Classes in Germany	0.5 Days	€ 395
Online Training	0.5 Days	€ 395
Date/course venue	Course language German	
11/05-11/05/26	30/10-30/10/26	Online
03/06-03/06/26	13/11-13/11/26	Online
21/08-21/08/26	18/12-18/12/26	Online
25/09-25/09/26		Online

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EXPERTeach



Our Training Offer for You:



Classroom Training

The live training experience in our training centers or on your premises on-site.



Online Training

Attend your course in online mode – without travel and accommodation expenses and effort.



Hybrid Training

Classroom & online in one course – choose how you wish to participate in your training event.



In-house Training

We create your customized training concepts for your project.



Guaranteed Course Dates

ExperTeach guaranteed course dates allow for secure and reliable planning.

Awards Won by ExperTeach



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