

Short Course

INTRODUCTION & PRINCIPLES OF GENERATIVE AI FOR THE WORKPLACE

Summary

- ✓ Course dates: 06.+07.07.2026
- ✓ Course duration : 2 days
- ✓ Language: English
- ✓ Location: Berlin
- ✓ Certificate: Certificate of Participation
- ✓ Format: in-person
- ✓ Lecturer: Prof. Dr. Hamid Mostofi (TU Berlin)

Course overview

Empower Your Workflow: Mastering Generative AI for Professional Administration.

In today's organizational landscape, managing vast amounts of documentation and complex internal processes is a constant challenge. This two-day intensive course at the TU Berlin Academy bridges the gap between cutting-edge technology and administrative excellence. Designed specifically for professionals without a computer science background, you will gain a clear, practical understanding of how Large Language Models (LLMs) can transform your daily work. From automating report summaries to optimizing internal communication and designing smart workflow tools, you will learn to harness Generative AI responsibly and effectively. Step into the future of administration and turn AI into your most reliable co-pilot.

Learning goals

By the course's end, participants will master ...

- Understand the basic concepts of artificial intelligence and generative AI.
- Understand the principles behind large language models (LLMs).
- Interact effectively with AI systems using structured prompting techniques.
- Understand the basic principles of Python programming relevant to AI-assisted tools.
- Explore how AI can support administrative and organizational Tasks.

Content

Module 1 — Introduction to Artificial Intelligence in Organizations

- What is Artificial Intelligence
- What is Generative AI
- Overview of current AI technologies

- Large Language Models and their capabilities
- Opportunities and limitations of AI systems
- AI in organizational environments

Module 2 — Understanding Generative AI and Large Language Models

- Conceptual overview of large language models
- How AI systems learn from data
- Model limitations and uncertainties
- Understanding hallucinations
- Critical evaluation of AI outputs

Module 3 — Prompt Engineering for Professional Use

- What is prompting
- Structure of effective prompts
- Role prompting
- Context and instruction design
- Iterative refinement of prompts
- Prompt templates for professional tasks

Module 4 — AI-Assisted Information Processing

- Working with large text documents
- Extracting structured information
- AI-supported summarization
- Organizing textual information
- Supporting analytical tasks with AI

Target group

This course is designed for: Project managers, Policy analysts, Managers and team leaders, Public sector employees, Administrative staff. No prior knowledge of programming, computer science or AI is required.

Prerequisites

Technical Requirements: A personal laptop with administrative rights to install specific programs is strictly required for the active exercise sessions.

Lecturer

Prof. Dr. Hamid Mostofi is a professor of data science and artificial intelligence at SRH Berlin University of Applied Sciences and a senior researcher and project manager at TU Berlin, focusing on the application of AI in business and socioeconomic contexts.

His research interest lies in the application of data science techniques and artificial intelligence to sustainability concepts, taking into account social acceptance, perception, and attitude, as well as socio-economic factors.

He completed his PhD at TU Berlin with the grade "Summa cum laude." During his PhD, he worked as a research assistant at TU Berlin and was involved in the projects by the Federal Ministry for the Environment (BMU) and Federal Ministry for Economic Affairs and Climate Action (BMWK). Currently he is the work package leader of MDZT (Mittelstand-Digital Zentrum Tourismus) funded by Federal Ministry of Economic Affairs and Energy BMWK since 2024 which is working on empowering SMEs by application of AI and digitalisation in Germany. Also, he was the visiting researcher by the University of California, Berkeley (UC Berkeley).