

Digital Skills

How to protect your career so AI can't replace you: Practical Strategies for Busy Professionals

Course Details

Price

£255.00

Length

Half day (09:30-13:00)

CPD Points

4.00

Course Overview

Al is transforming the modern workplace — and with it, the skills, roles, and career paths of professionals. This practical, non-technical course equips busy professionals with the knowledge, tools, and strategies to navigate, adapt, and thrive in the Al era. This course is for those—whether technical or non-technical—who are curious or concerned about Al's impact on their career and want to learn how to protect and future-proof their careers.

Course Content

Understanding Al's Impact on the Workforce

- What is Al and how it's transforming the world of work
- · Roles at risk, roles evolving, and new roles emerging



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- · Industry-specific examples: finance, admin, legal, healthcare, marketing
- · Common Al myths and misconceptions about job loss
- · Importance of adopting new technologies to stay competitive in the workforce

Skills for the Future

- Top 10 human skills Al cannot easily replace and how to sharpen them
- · Reskilling vs. upskilling: What you should focus on
- · How to identify your transferable and future-proof skills
- · Problem-solving for real-world issues
- · Niche specialisation
- · Making Al Your Career Ally
- How to use AI tools for personal productivity, job search, networking, personal branding, staying informed about industry trends and opportunities

Building a Career Resilience Action Plan

- Defining your Al career strategy: Short and medium-term goals
- · How to stay adaptable and continuously relevant
- How to network, stay visible, and position your career in an Al-driven market
- · Sources for ongoing Allearning and trend monitoring
- How to stay adaptable in an evolving job market.
- Discuss the ethical considerations of using AI in professional settings and staying responsible while integrating AI into your career

How to Future-Proof Your Career with AI Tools

An exclusive practical guide on using AI tools to become professionally irreplaceable. You'll learn how to:

- · Create a winning CV with AI
- Simulate interview and client conversations to build confidence and polish your communication
- · Draft tailored cover letters in minutes
- Structure prompts so your Al-generated content sounds like you authentic, credible, and human
- Combine ChatGPT with other specialist AI tools to elevate your personal productivity, positioning, and profile





Extra

- · Real-World Case Studies
- · Personal Brand Building Resource Hub
- To stay relevant and visible in an Al-driven economy, you need a standout personal brand. We will share hand-picked
 resources from global thought leaders. These resources will help you shape your online presence and thought leadership to
 attract career opportunities and build a reputation that Al can't replace.

Benefits

By attending this course, delegates will:

- · Understand how Al is reshaping industries and job roles
- Identify which roles and skills are becoming redundant, evolving, or increasing in demand
- · Learn how to make Al an ally in your career, not a threat
- Gain practical AI-based techniques for writing CVs, cover letters and practising interviews
- Understand how to write CVs and cover letters with AI so they sound human, natural, and reflective of their own voice
- Learn how to build a personal brand in the AI era, drawing on strategies and insights from global thought leaders.
- Discover AI tools that can boost your personal productivity and career management
- Leave with a personalised, practical action plan to future-proof and grow their career

Next Steps

If you would like to book a place on this course, please click on the 'Book Course' button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via admin@gta.gg or call us on 01481 224570. If no date is scheduled for this course at the present time please click on the 'Register Interest' button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Peter Nyarkoh





Peter Nyarkoh, CG Affiliate brings nearly 17 years of cross-sector experience spanning financial services, consulting, and education. An Al & Career Strategist, public speaker, and an experienced trainer, Peter has taught more than 350 professionals in financial mathematics and over 400 undergraduate students in subjects including Statistics, Business Mathematics, and Time Series Analysis & Forecasting. As a recognised thought leader in Al for finance and fund administration, Peter regularly shares insights through articles, training sessions and a growing online community of finance professionals, having previously spent 6 years at a Big 4 accounting firm. Holding both a Master of Philosophy (MPhil) and a Bachelor of Science (BSc) in Mathematics, he is an Affiliated Member of the Corporate Governance Institute (UK & Ireland), and has completed the required examinations and met the professional experience criteria.