

Digital Skills

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

Course Details

Price

£280.00

Start date

25 September 2026

Length

Half day (09:30-13:00)

CPD Points

3.50

Course Overview

AI 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 AI era. This course is for those—whether technical or non-technical—who are curious or concerned about AI's impact on their career and want to learn how to protect and future-proof their careers.

Content

Understanding AI's Impact on the Workforce

- What is AI and how it's transforming the world of work

Flexible learning that works for you

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- Roles at risk, roles evolving, and new roles emerging
- Industry-specific examples: finance, admin, legal, healthcare, marketing
- Common AI 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 AI 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 AI 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 AI 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 AI-driven market
- Sources for ongoing AI learning 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. Delegates will 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 AI-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 AI-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 AI can't replace

Benefits

By attending this course, delegates will:

- Understand how AI is reshaping industries and job roles
- Identify which roles and skills are becoming redundant, evolving, or increasing in demand
- Learn how to make AI 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

Prerequisites

No prior technical knowledge or AI experience is required. Basic digital skills and a willingness to explore new technologies will help you get the most out of the session. It is recommended to bring a device (laptop, tablet, or smartphone) with access to an AI chatbot like ChatGPT. If you haven't used one before, please arrive 5 minutes early and Peter will help you get set up.

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 AI & 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 AI 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.