



ETAILED SYLLABUS · CT-01 · TRAINING PROGRAM

Personal AI Training

Gives each member of staff their own way of working with AI: a personal prompt set, a routine for everyday tasks, and the ability to produce documents, presentations, images and spreadsheets that are usable as they are.

Organization	AI Native Lab
Legal entity	Công ty Trách nhiệm hữu hạn AI Native Lab · Tax code 4101698483
Address	Tổ 22, Khu vực 3, Phường Quy Nhơn, Tỉnh Gia Lai, Việt Nam
Contact	admin@doctorx.vn · 0941 193 444
Status	Draft – awaiting confirmation by the organization; not a contractual basis
Total duration	9 sessions · 27 hours
Delivery formats	On-site at the organization; Live online with an instructor; Blended
Class size	15–30 learners per class

1. Target learners

- a) Civil servants and public employees of provincial departments, agencies and public service units
- b) Office staff and professional specialists of enterprises
- c) Division-level managers who need to organize AI adoption in their unit

2. Competency objectives

- 2.1 Use an AI assistant across the full range of daily individual work: drafting, summarizing, analysis, presentation and data handling
- 2.2 Produce deliverables in several formats – documents, presentations, images and spreadsheets – at a standard that is usable as it is
- 2.3 Build a personal prompt set for one's own work and standardize it so colleagues can reuse it
- 2.4 Recognize the data, security and legal risks of using AI, and apply safe-use rules
- 2.5 Verify AI-generated output before putting it to use

3. Level-based pathway

EVEL 1 · FOUNDATION · 4 SESSIONS × 3 HOURS

3.1. Foundations of working with AI

Understand how generative AI works, write correctly structured prompts and use AI safely with the organization's data.

CONTENT

- How generative AI works and where it stops
- Prompt structure: context – request – format – criteria
- Drafting, summarizing, translating and extracting information from documents
- Data safety and information security rules when using AI

MANDATORY DELIVERABLES OF THE LEVEL

- A personal set of 10 prompts for real work tasks, with notes on purpose and results

OUTCOMES (3)

- 1.1 Write prompts that contain all four components – context, request, format, criteria – for document tasks – Practical exercise on 5 tasks, scored against a rubric; pass threshold: Pass ≥ 4 of 5 tasks
- 1.2 Classify information that may and may not be entered into AI tools under the organization's rules – 20-question scenario test; pass threshold: ≥ 80% correct answers
- 1.3 Verify AI-generated output and point out the errors in it – Review of 3 documents with planted errors; pass threshold: Detect ≥ 2 of 3 errors

EVEL 2 · APPLICATION · 5 SESSIONS × 3 HOURS

3.2. Applying AI to a business process

Choose a real process of the organization, produce a multi-format document set that is usable as it is, and measure the change in processing time.

CONTENT

- Analyze a business process and identify where AI applies
- Build a standardized prompt set shared by the team
- Produce presentations and internal communication content with AI
- Produce illustrations and step-by-step diagrams with AI
- Work with spreadsheets, data and reports using AI
- Organize, store and share AI know-how within the organization

MANDATORY DELIVERABLES OF THE LEVEL

- A standardized prompt set for one business process of the organization (≥ 5 steps), with a user guide

- A four-format document set for that process: document, presentation, image and spreadsheet
- An application report comparing processing time before and after adoption

OUTCOMES (3)

- 2.1 Build a standardized prompt set for a real business process that others can reuse – Group deliverable, appraised by the instructor and the organization's representative; pass threshold: $\geq 70/100$ rubric points
- 2.2 Measure and report the change in processing time of the process after adopting AI – Application report with before-and-after measurements; pass threshold: Real measurements on ≥ 1 process
- 2.3 Produce deliverables in four formats – document, presentation, image and spreadsheet – usable as they are for one process – The submitted document set, scored against a rubric by the instructor and the organization's representative; pass threshold: ≥ 3 of 4 deliverables reach the usable-as-is standard

4. Duration

9 sessions · 27 hours

Level 1 – Foundations of working with AI	4 sessions × 3 hours
Level 2 – Applying AI to a business process	5 sessions × 3 hours

5. Delivery formats

On-site at the organization

Live online with an instructor

Blended

- **On-site at the organization:** Instructors and experts work at the organization's premises on an agreed schedule. Reference pace: 2 sessions/week.
- **Live online with an instructor:** Real-time online classes with attendance, practice and grading of deliverables. Reference pace: 3 sessions/week.
- **Blended:** Theory online; practice, acceptance and data work at the organization. Reference pace: 2 sessions/week.

Prerequisites

- Learners have AI tool accounts provided by the organization or agreed before the course
- The organization designates one business process as the practical case for level 2

6. Mandatory deliverables

- L1 A personal set of 10 prompts for real work tasks, with notes on purpose and results
- L2 A standardized prompt set for one business process of the organization (≥ 5 steps), with a user guide

- L2 A four-format document set for that process: document, presentation, image and spreadsheet
- L2 An application report comparing processing time before and after adoption

7. Pass criteria

- ✓ **Full attendance.** Present at $\geq 80\%$ of sessions, with attendance records.
- ✓ **All outcomes of the registered levels achieved.** Each outcome meets its published threshold, with evidence kept on file.
- ✓ **Mandatory deliverables accepted.** Acceptance record signed by the instructor and the organization's representative.

Outcome ledger – CT-01 · 6 rows

CODE	OUTCOME	VIDENCE	ASS THRESHOLD
CĐR-1.1	Write prompts that contain all four components – context, request, format, criteria – for document tasks	Practical exercise on 5 tasks, scored against a rubric	Pass ≥ 4 of 5 tasks
CĐR-1.2	Classify information that may and may not be entered into AI tools under the organization's rules	20-question scenario test	$\geq 80\%$ correct answers
CĐR-1.3	Verify AI-generated output and point out the errors in it	Review of 3 documents with planted errors	Detect ≥ 2 of 3 errors
CĐR-2.1	Build a standardized prompt set for a real business process that others can reuse	Group deliverable, appraised by the instructor and the organization's representative	$\geq 70/100$ rubric points
CĐR-2.2	Measure and report the change in processing time of the process after adopting AI	Application report with before-and-after measurements	Real measurements on ≥ 1 process
CĐR-2.3	Produce deliverables in four formats – document, presentation, image and spreadsheet – usable as they are for one process	The submitted document set, scored against a rubric by the instructor and the organization's representative	≥ 3 of 4 deliverables reach the usable-as-is standard

This document is generated automatically from the data published on <https://ailabx.vn>; the PDF and the program sheet on the website always share one source. Download the latest version at <https://ailabx.vn/documents/syllabus-ai-ca-nhan.pdf>.