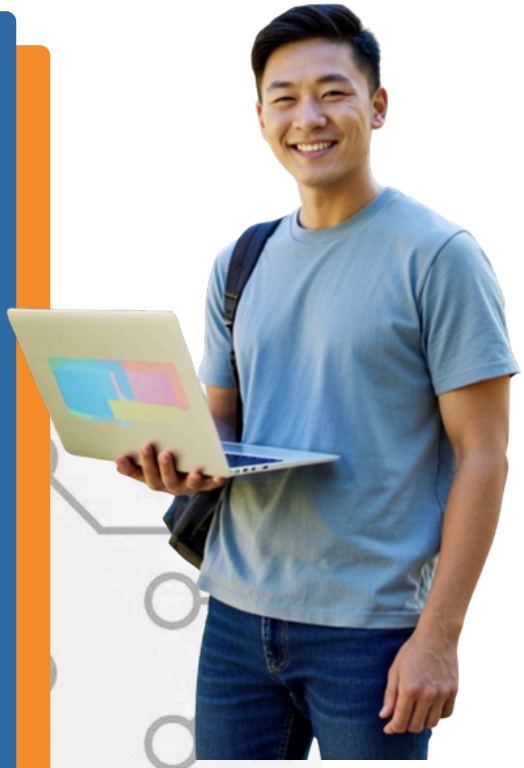
OHIO COMPUTER ACADEMY
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# AI FOR MANAGERS & TEAM LEADS

**Build on your experience.**
**Put AI to work. Move forward daily.**

MANAGERS AND TEAM LEADS LOOKING FOR WORK TRACK



## Trainer-led
## Live Online or In Person

8 Skill Sprints | 16 guided hours

Course Curriculum
www.ohiocomputeracademy.com

- Mostly hands on
- Daily tasks + LinkedIn outreach tool
- Support + progress reviews

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AI FOR MANAGERS & TEAM LEADS
MANAGERS AND TEAM LEADS LOOKING FOR WORK TRACK

| Duration | Format | Level | Certificate |
|---|---|---|---|
| **16 guided hours** | **Trainer-led** | **Working experience** | **Certificate of Completion** |
| 8 Skill Sprints, 2 hours each | Live online or in person | No AI experience needed | From Ohio Computer Academy |

## WHY THIS PLAN

Your experience is the starting point, so this plan does not start you from zero. It adds AI to real work in your field and turns the result into something employers can see.

You finish with a stronger profile, a project you can demonstrate, practical AI skills, and a job search routine you can repeat.

## WHAT MAKES THIS DIFFERENT

- **Mostly hands on: you build each skill by doing it, using the sample team scenarios and documents provided.**
- **Something to use the same day: every Skill Sprint ends with a small result you can use, explain, or build on.**
- **Your experience counts: we build on what you already know, rather than teaching you as a beginner.**
- **A checking habit: you learn to catch AI errors, which is what lets you defend your decisions in an interview.**
- **Learning and job search run together: clear daily tasks and a focused LinkedIn outreach tool keep you moving between sessions.**
- **Guidance throughout: progress reviews show where you need support and what to do next.**

## YOUR ACTION PLAN

**USE AI**
Apply it, check the results

→

**BUILD PROOF**
Create your adoption plan

→

**GET VISIBLE**
Refresh LinkedIn + resume

→

**REACH OUT**
Connect, apply, follow up



## PREREQUISITES

- Working experience leading a team or project, however recent
- A computer with internet access
- Claude and ChatGPT accounts, with the plans confirmed before you start
- Your current resume and LinkedIn profile

*All sample team scenarios and documents and a job search tracker are included in your course material, so you never need to use confidential or employer data. This course is designed and delivered independently by Ohio Computer Academy and is not affiliated with or endorsed by Anthropic or OpenAI.*

## OUTCOMES

**By the end you will be able to:**

- Explain how AI works, why it makes mistakes, and what is safe to share
- Prepare decisions by comparing options and testing assumptions
- Communicate clearly and prepare for difficult conversations
- Identify AI opportunities and set responsible team guidelines
- Present your experience and project clearly on LinkedIn, on your resume, and in interviews
- Run a daily routine of practice, relevant connections, applications, and follow ups

## YOUR DAILY ADVANTAGE

You always know what to do next. The guided hours provide direction and feedback, and your daily practice turns that guidance into progress.

| Daily action | What you do |
|---|---|
| **Learn** | Repeat one skill from your latest Skill Sprint on a small real task |
| **Build** | Move your adoption plan forward by one clear step |
| **Connect** | Use the focused LinkedIn outreach tool for daily posts, responses, and reach outs, and personalize every message |
| **Apply** | Submit targeted applications matched to your role list |
| **Follow up** | Follow up on your connections and applications, and record what happened |

Your trainer sets your specific tasks at the end of each Skill Sprint, based on your progress. At each progress review, you leave with clear actions for what to work on next.

# CURRICULUM

The eight Skill Sprints follow your Action Plan: Use AI, Build Proof, Get Visible, Reach Out. Your daily tasks begin after Skill Sprint 1.

## USE AI

### Skill Sprint 1: Your Starting Point and First AI Win

*2 hours*

**The question:** Where do I stand, and what can AI do for me today?

YOU WILL LEARN

- How AI works and why confident answers can be wrong
- What is safe to share with AI
- How to ask clearly: context, goal, format, example

YOU WILL BE ABLE TO

- Identify your target roles and skill gaps
- Match your experience to real job descriptions
- Write a stronger LinkedIn headline with Claude and ChatGPT, and check it

**You leave with:** Target role list, skill gap list, and a stronger LinkedIn headline.

### Skill Sprint 2: Better Decisions with AI

*2 hours*

**The question:** How do I use AI to think better, not just faster?

YOU WILL LEARN

- Framing a decision clearly
- Asking AI to challenge your thinking
- Separating evidence from assumptions

YOU WILL BE ABLE TO

- Compare options on a sample decision
- Identify risks and missing information
- Write a clear decision summary

**You leave with:** A reusable decision request and your personal checking routine.

### Skill Sprint 3: Communication and Difficult Conversations

*2 hours*

**The question:** How do I say the right thing clearly?

YOU WILL LEARN

- Writing updates people will read
- Preparing for a difficult conversation
- Keeping sensitive matters out of AI tools

YOU WILL BE ABLE TO

- Draft team and leadership updates
- Practice a difficult conversation with AI
- Prepare a one on one agenda

**You leave with:** A communication toolkit and your first progress review.

## BUILD PROOF

### Skill Sprint 4: Finding AI Opportunities

*2 hours*

**The question:** Where can AI really help my team?

YOU WILL LEARN

- Mapping team tasks and pain points
- Estimating value and risk
- Choosing a small pilot

YOU WILL BE ABLE TO

- Map a sample team's workflow
- Prioritize AI use cases
- Plan a small, measurable pilot

**You leave with:** A prioritized list of use cases for your project.

### Skill Sprint 5: Responsible AI Adoption

*2 hours*

**The question:** What would a hiring manager want to see?

YOU WILL LEARN

- Setting simple team guidelines
- Handling data, quality, and accountability
- Bringing a team with you

YOU WILL BE ABLE TO

- Write team AI guidelines
- Build a simple adoption plan
- Define how results will be measured

**You leave with:** A team AI adoption plan you can show.

## GET VISIBLE

### Skill Sprint 6: Showcase Your Work

*2 hours*

**The question:** How do I make my capabilities obvious to a recruiter?

YOU WILL LEARN

- Writing a project story: problem, approach, result
- What recruiters look for on a profile and resume
- Keeping your own voice when AI helps you write

YOU WILL BE ABLE TO

- Write a clear project summary with key insights
- Present your experience clearly on LinkedIn
- Tailor your resume to a real job description

**You leave with:** A LinkedIn ready profile, a tailored resume, a project summary, and your second progress review.



## REACH OUT

### Skill Sprint 7: Your Daily Opportunity Routine

*2 hours*

**The question:** What exactly should I do every day?

**YOU WILL LEARN**

- Choosing relevant people and roles
- Writing posts and messages that are specific and honest
- Following up without being pushy

**YOU WILL BE ABLE TO**

- Build a target list of people and roles
- Create posts, responses, and reach outs with the LinkedIn outreach tool
- Track your connections, applications, and follow ups

**You leave with:** Your first outreach completed and a daily routine you can repeat.

### Skill Sprint 8: Present, Practice, and Move Forward

*2 hours*

**The question:** Can I explain my work with confidence?

**YOU WILL LEARN**

- Presenting a project in a few clear minutes
- Answering how you used and checked AI
- Planning your next steps after the course

**YOU WILL BE ABLE TO**

- Present your adoption plan with confidence
- Answer recruiter and hiring manager questions
- Complete your Playbook and a 30 day plan

**You leave with:** A presented project, interview practice, your finished Playbook, and a final progress review.

### Final Portfolio Project

*Applied project*

**The question:** What can I show an employer?

**YOU WILL LEARN**

- Choosing a problem worth solving
- What a finished, defensible project includes
- How to show the value of your work

**YOU WILL BE ABLE TO**

- Complete a team AI adoption plan from start to finish
- Document how you used and checked AI
- Present your result and your Playbook

**You leave with:** A finished project to show on LinkedIn, discuss with recruiters, and explain in interviews.

## YOUR TAKEAWAY KIT

Everything you build stays with you after the course:

- **Learner Workbook: Every lesson, exercise, and recap**
- **Personal Playbook: Your tested AI requests, checks, and routines**
- **Portfolio project: A team AI adoption plan you can demonstrate and explain**
- **Refreshed profile: Your LinkedIn profile, resume, and project summary**
- **Job search routine: Your daily task list, target list, and tracker**

## HOW YOUR PROGRESS IS CHECKED

There is no final exam. Progress is checked on what you understand and what you can actually do.

- A short knowledge check in every Skill Sprint
- One applied task per Skill Sprint, reviewed by your trainer
- Progress reviews in Skill Sprints 3, 6, and 8
- A final portfolio project, presented in Skill Sprint 8

*A Certificate of Completion from Ohio Computer Academy is awarded on completing all eight Skill Sprints and their applied tasks.*

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## LEARN TODAY. USE TODAY. SHOW PROGRESS.

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**Learn → Build → Showcase → Connect → Apply**