

## Practical AI Skills for Non-Tech Professionals

GoSkills online course syllabus

**Skill level**

Beginner

**Lessons**

27

**Accredited by**

Verified by GoSkills

**Pre-requisites**

No prior experience needed

**Video duration**

1h 0m

**Instructor**

TJ Walker

## Building the AI Mindset for Career Success

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1

### Welcome and How to Use This Course

Get oriented to the course and see how AI is reshaping hiring, careers, and workplace expectations so you can navigate what comes next.

2

### Thinking With AI Instead of Just Using It

Move beyond simple prompts and learn how high performers collaborate with AI as a thinking partner for sharper, faster results.

3

### Understanding Your Industry Faster With AI

Use AI to rapidly map trends, opportunities, and key players so you understand your industry landscape in a fraction of the time.

4

### Learning New Skills Faster With AI

Accelerate your learning with AI-powered methods that break down topics, create practice, and give feedback tailored to you.

5

### Turning AI Into Your Personal Career Coach

Use AI for guidance, accountability, and direction, turning it into a coach that helps you set goals and stay on track.

6

### Making AI a Daily Habit

Build sustainable AI workflows into your personal and professional routine so using AI becomes second nature rather than an afterthought.

## AI for Job Search and Career Growth

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### Finding Jobs You Didn't Even Know Existed

Use AI to uncover hidden opportunities and emerging career paths that match your skills, interests, and goals.

- 8 Upgrading Your Resume With AI**  
Optimize your resume for recruiters and ATS systems, tailoring it to modern hiring with AI-driven wording and structure.
- 9 Writing Cover Letters That Actually Matter**  
Create compelling, personalized cover letters with AI support that connect your story to what each employer truly needs.
- 10 Preparing for Interviews With AI**  
Practice interviews, sharpen your answers, and build confidence by rehearsing with AI before you face the real thing.
- 11 Using AI for Networking and Outreach**  
Write better messages, build genuine relationships, and expand opportunities with AI-assisted networking and outreach.
- 12 Negotiating Salary and Offers With AI**  
Prepare for salary conversations with AI-backed research and scripts so you can negotiate offers with clarity and confidence.

## **AI for Workplace Productivity and Performance**

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- 13 Writing Better Emails in Less Time**  
Communicate professionally and efficiently using AI tools to draft, refine, and adapt emails for any workplace situation.
- 14 Saving Time Every Day With AI**  
Automate repetitive tasks and streamline your day so AI handles busywork and frees you for higher-value work.
- 15 Using AI to Prepare for Real Work Tasks**  
Handle reports, research, and presentations faster by using AI to structure, draft, and refine everyday deliverables.
- 16 Practicing Communication Skills With AI**  
Improve speaking, writing, and persuasion by rehearsing and getting feedback on your workplace communication with AI.
- 17 Improving Your Thinking and Decision-Making**  
Use AI to organize ideas, weigh options, and think more strategically so you solve problems and decide with more clarity.
- 18 Avoiding Mistakes and Verifying AI Output**  
Learn fact-checking, verification, and responsible AI use so you catch errors and rely on AI output with confidence.

## **Gaining an Advanced AI Career Advantage**

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- 19 Using AI to Become More Persuasive**  
Improve your influence, negotiation, and communication effectiveness by using AI to craft more persuasive messages and arguments.
- 20 Brainstorming Ideas Faster and Better**  
Generate creative ideas, solutions, and strategies with AI, using it to expand and pressure-test your thinking.
- 21 Creating Content That Stands Out**  
Use AI to create impactful professional and personal content that captures attention and reflects your voice.
- 22 Learning From Other People's Success**  
Analyze successful professionals with AI to spot winning patterns and adapt them to your own career.
- 23 Building Your Personal Advantage With AI**  
Develop a long-term competitive edge by combining your strengths with AI to differentiate yourself in your field.

## Long-Term Career Acceleration With AI

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- 24 Building a Daily Productivity System With AI**  
Create repeatable systems for consistent performance and growth so AI supports your goals day after day.
- 25 Mistakes That Can Hurt Your Career With AI**  
Avoid overdependence, misinformation, and professional risks by recognizing the pitfalls of careless AI use.
- 26 Your Long-Term Strategy for AI and Your Career**  
Future-proof your career and stay relevant in an AI-driven world with a long-term strategy for growth and adaptation.

## Conclusion

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- 27 Conclusion and Next Steps**  
Wrap up with final encouragement, a clear roadmap, and a continuous learning strategy to keep building your AI skills.

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