

**AI for NGO, Government and Business**

# Artificial Intelligence for Business, Government and Organizational Excellence

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE

**MSDI**

DELIVERY

**Online / Face-to-  
Face**

DURATION

**Flexible**

PREPARED FOR

**Organisation  
Approval**[Register for this Course](#)[View Online Course Page](#)

## Course Overview

**Artificial Intelligence (AI)** is no longer only for technology departments. It is now a strategic tool for improving productivity, governance, service delivery, financial control, planning, reporting and decision-making across modern organizations.

This Magna Skills course is designed for professionals in government, business, NGOs, public sector institutions and development organizations who want to understand how AI can be practically applied in their daily work and institutional operations.

Participants will explore real-world AI applications, including Generative AI, automation, data analysis, digital service delivery, document drafting, reporting, risk management and organizational transformation. The programme is practical, non-technical and focused on helping leaders and professionals use AI responsibly to improve performance.

## Course Outcomes

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### Course Outcomes

1. Understand key AI concepts and their practical application in business, government and public sector environments.
2. Apply AI tools to improve productivity, reporting, communication and decision-making.
3. Identify opportunities for AI adoption across departments, projects and organizational processes.
4. Promote responsible AI use by considering ethics, privacy, governance and institutional accountability.
5. Develop a practical AI adoption roadmap for organizational excellence and service improvement.

# Course Outline / Curriculum

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## Course Outline

### Module 1: Introduction to Artificial Intelligence and Generative AI

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

### Module 2: AI opportunities in business, government and development organizations

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

### Module 3: AI tools for productivity, administration and reporting

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

### Module 4: Prompt engineering for professional work

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

### Module 5: AI for decision-making, planning and organizational performance

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

### Module 6: AI in customer service and public service delivery

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

### Module 7: Automation, data analytics and digital transformation

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

### Module 8: AI risks, ethics, privacy and governance

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

### Module 9: Building AI-ready teams and departments

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

## Module 10: Developing an organizational AI action plan

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

## Target Audience

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Senior managers, directors, executives, government officials, policy makers, public sector administrators, NGO leaders, project managers, finance professionals, HR practitioners, procurement teams, ICT managers, operations teams, regulators, compliance officers, consultants and professionals responsible for organizational improvement, innovation and digital transformation.

## Key Course Benefits

### Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

### Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

### Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

### Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

## Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

### Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa

Vic Falls, Zimbabwe

Livingstone, Zambia

### East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda

Kampala, Uganda

Nairobi,

Zanzibar, Tanzania

### West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana

Port Louis, Mauritius

### International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

### Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning

Remote Teams

Flex

### Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite

Custom Dates

Group Training

## Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

[Register / Apply Online](#)

[View Full Course Page](#)

## About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training

NGO Capacity Building

Corporate Workshops

Online Learning

Face-to-Face Training

Certifica

## Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

<b>Organisation / Department</b>	
<b>Delegate Name(s)</b>	
<b>Approved Course</b>	Artificial Intelligence for Business, Government and Organizational Excellence
<b>Preferred Delivery Mode</b>	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
<b>Preferred Training Venue / Date</b>	
<b>Estimated Number of Delegates</b>	
<b>Budget / Vote Number</b>	
<b>Contact Person</b>	
<b>Email / Mobile</b>	

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Authorised Name

\_\_\_\_\_  
Signature / Stamp

\_\_\_\_\_  
Date