Elon NEXT - AI Certificate for Professionals

Professional Development Request - Key Details
January 12–28, 2026 | Live Online | 16 Hours Total | $880 Elon Alumni Rate

---

Program Overview

- Short, 3-module live online certificate taught by Elon University faculty
- Designed for professionals in *any field* who want to use AI responsibly and effectively
- Includes hands-on tools, practice activities, and a final project applied to participant's work and workplace
- Participants earn a certificate

Why I'm Interested

- AI skills are becoming expected in most roles, and this program focuses on *practical use cases—not coding or theory*
- I want to learn how to use AI to improve productivity, communication, planning, and task automation
- I can apply what I learn immediately to my current work and share processes with our team

---

What I Will Gain (And Bring Back)

- Ability to use AI tools to save time on writing, planning, and project workflows
- Strategies for using AI ethically and responsibly at work
- Skills in prompt writing, structured inputs, and workflow automation
- A capstone project built around a task or process from our workplace
- Practical examples, templates, and tools I can reuse or train others on

---

Time & Format

- Live online sessions in the evening (minimizes daytime work disruptions)
- Total live time commitment: **16 hours across 3 weeks**
- No travel or time away from work required
- Short-term learning, long-term ROI

Cost

- Full certificate: **$1,100**
- Elon Alumni rate: **$880** (20% off)
- Could be covered through professional development or department training funds

---

Key Dates

- **Registration Opens:** November 10, 2025
- **Program Runs:** January 12–28, 2026

Program Link

https://www.elon.edu/u/opcs/elon-ai-certificate/

AI Certificate for Professionals — Draft Email to Supervisor for Elon Alumni

Subject: Professional Development Opportunity: AI Certificate for Professionals

---

Hi [Supervisor's Name],

As an Elon University alum, I wanted to share a new professional development opportunity from my alma mater that I believe could directly benefit my work and our team. Elon University recently launched an **AI Certificate for Professionals**, a live, online program designed to help professionals in all fields learn how to use artificial intelligence effectively and ethically — no technical background required.

Here are the key details:

- **Program Dates:** January 12–28, 2026 (live, online)

- **Format:** Three interactive modules with real-world applications

- **Credential:** AI Certificate for Professionals

- **Elon Alumni Discount:** 20% off the certificate ($880 with discount)

- **Time Commitment:** 16 total contact hours, scheduled in the evenings

How This Program Aligns with My Role

- I'll learn how to **use AI tools to streamline daily work** and improve efficiency.

- The program covers **AI fundamentals, prompt engineering, and automation**, all of which connect directly to current workplace needs.

- The **capstone project** allows me to design an AI-based solution that can be applied to real projects or processes to my specific work and workplace.

- Because the sessions are **live and cohort-based**, I'll also gain new ideas from other professionals who are integrating AI in creative ways.

Value to Our Organization

- Builds **AI literacy** that helps our team stay ahead in a changing workplace.

- Provides **practical, hands-on learning** with immediate, real-world application.

- Offers **flexibility** with evening sessions that don't disrupt work schedules.

- Demonstrates our organization's commitment to **continuous learning and innovation.**

I'd love to participate in this program and take what I learn to enhance our team's work. The next cohort begins **January 12**, and **registration is open on a first-come, first-served basis.**

Would you be open to supporting my participation through professional development funds?

Thank you for considering this opportunity — I'm confident it will bring value both to me and to our team.

– [Your Name]