Elon NEXT - AI Certificate for Professionals

Professional Development Request - Key Details

Review current program dates and length, along with current program costs and add that information into your request as needed.

Program Overview

Short-term certificate program 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

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

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
Practical examples, templates, and tools I can reuse or train others on

Time, Format, and Cost

Live online sessions in the evening (minimizes daytime work disruptions)
Short time commitment with a long-term ROI
Elon Alumni rate

Program Link

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

Subject: Professional Development Opportunity: AI Certificate for Professionals

[Supervisor's Name],

As an Elon University alum, I wanted to share a new professional development opportunity that I believe could directly benefit my work and our team. Elon University recently launched an **AI Certificate for Professionals**, a 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 Modality:** Live, online
> **Format:** interactive modules with real-world applications
> **Credential:** AI Certificate for Professionals
> **Time Commitment:** scheduled in the evenings for flexibility
> **Elon Alumni Discount**

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.
> Because the sessions are **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.
> 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. 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]