

# NextGen Digital Pathways

**>> One-Day Digital Courses**

*NextGen*

## Shaping the Future of Work

**Empower your business with NextGen Digital Pathways — a new range of digital short courses from Aspire 2Be, created to help UK organisations build the skills and confidence needed to succeed in the modern digital workplace.**

Bringing together expert-led learning in Artificial Intelligence (AI), Digital Essentials, and Digital Leadership, NextGen Digital Pathways equips teams and individuals with the tools to innovate, adapt, and lead in an increasingly technology-driven world.

Each course delivers flexible, practical content designed for real-world impact. From understanding digital fundamentals to harnessing the power of AI and driving digital change, these short courses provide the knowledge and insight to take your business forward.

Future-proof your workforce and unlock your organisation's potential with NextGen Digital Pathways — your route to digital confidence, capability, and growth

## **AI in the Workplace**

**Page 4** — Principles of AI Use in the Workplace

**Page 6** — Implementing Generative AI (GenAI) in the Workplace

**Page 8** — Using AI Tools for Learning and Development

## **Digital Essentials**

**Page 10** — Data Driven Decision Making

**Page 12** — Using Data to Tell Stories

**Page 14** — Project Management Fundamentals

## **Digital Leadership**

**Page 16** — Digital Empowerment Coach

**Page 18** — Leading Digital Change

# NextGen



# Principles of AI Use in the Workplace

**From automating routine tasks to enhancing strategic planning, AI is becoming an essential tool across industries.**

This 1-day course offers a practical and engaging introduction to the principles of AI use in the workplace, designed specifically for modern organisations looking to embrace digital transformation.

The course blends real-world examples, interactive activities, and hands-on exploration of AI tools to ensure participants gain actionable insights. Whether you're a manager, team leader, or professional curious about AI, this course provides the foundational knowledge needed to understand AI's potential and its responsible application in business settings.

## Learning Objectives

- Understand what AI is and how it's used in workplace settings.
- Recognise the benefits and risks of AI adoption.
- Explore ethical, legal, and data protection considerations.
- Identify how AI can support decision-making and productivity.
- Reflect on how AI may impact roles and organisational culture.

# Artificial Intelligence (AI) is rapidly reshaping the way businesses operate, communicate, and make decisions.

---

## Who's It For?

- This course is designed for business professionals across sectors, team leaders and managers exploring AI integration, HR, L&D, and digital transformation teams, and anyone interested in progressing to the Agored Cymru micro-credential.

## Benefits

- Gain a practical, foundational understanding of AI in the workplace.
- Learn through real-world examples and interactive activities.
- Receive a digital certificate of participation.
- Option to progress to the Agored Cymru micro-credential.
- Delivered by Aspire 2Be's expert facilitators using digital-first methodology.



**FIND OUT MORE** >>



# Implementing Generative AI (GenAI) in the Workplace

**Beyond simply automating content creation, GenAI tools such as ChatGPT, Copilot, and DALL·E are streamlining workflows, enabling teams to generate tailored written and visual materials rapidly, and supporting smarter, data-driven decision-making.**

These tools are being integrated into daily operations across sectors, empowering employees to work more efficiently, personalise communications, and explore new creative possibilities that were previously unattainable. As a result, GenAI is becoming an indispensable asset in the modern workplace, driving both productivity and innovation.

This 1-day course offers a practical and engaging introduction to implementing GenAI tools in professional settings. Designed for teams and individuals exploring digital transformation, the course blends hands-on activities, ethical considerations, and real-world applications. Delivered by Aspire 2Be, it reflects our digital-first approach and commitment to empowering learners with future-ready skills.

The course also serves as a gateway to the Agored Cymru unit 'Using Generative Artificial Intelligence (GenAI) Tools in the Workplace', enabling participants to progress toward a recognised micro-credential.

## Learning Objectives

- Understand what GenAI is and how it differs from traditional AI.
- Identify workplace applications of GenAI tools across departments.
- Explore ethical, legal, and data protection considerations.
- Apply prompt engineering techniques to generate useful outputs.
- Evaluate the impact of GenAI on roles, workflows, and organisational culture.



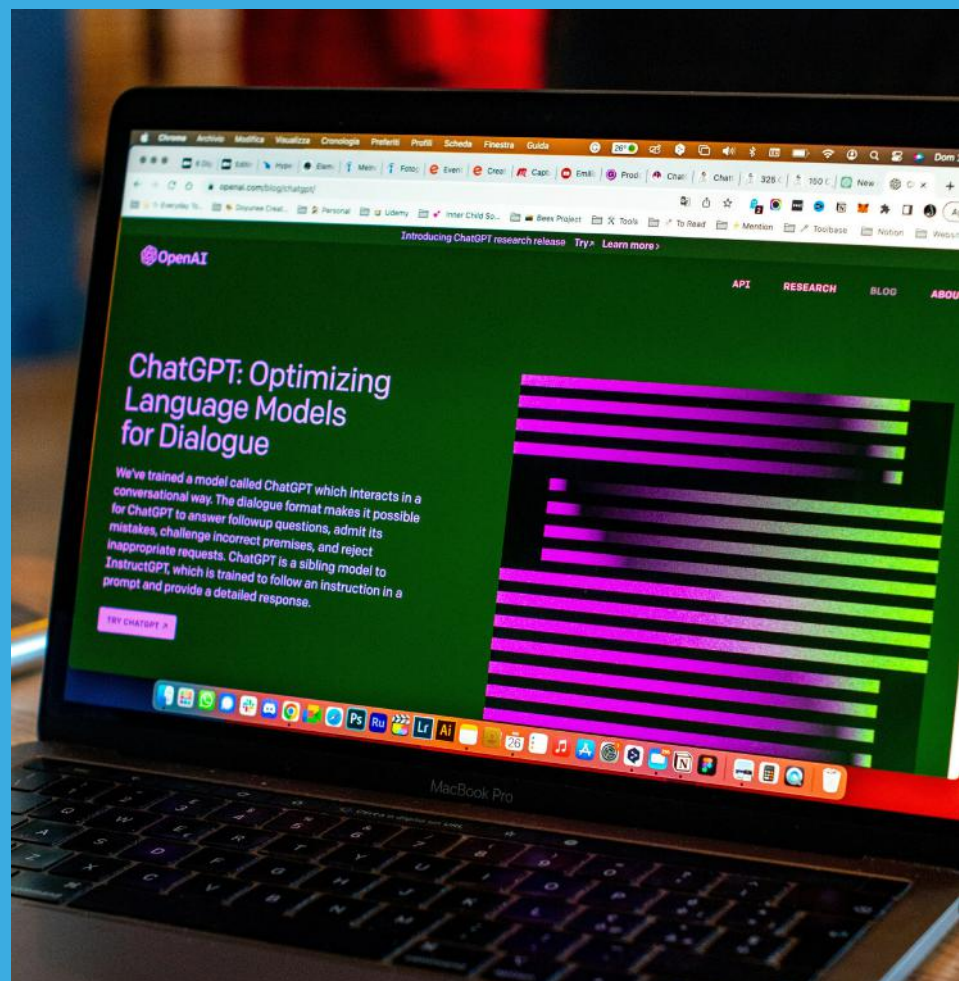
# Generative AI is revolutionising how organisations create, communicate, and innovate by introducing transformative digital capabilities.

## Who's It For?

- Professionals across sectors exploring GenAI adoption
- Team leaders and managers driving digital transformation
- HR, L&D, and communications teams seeking to enhance productivity
- IT and operations staff exploring automation and AI integration
- Anyone interested in progressing to the Agored Cymru micro-credential

## Benefits

- Gain hands-on experience with GenAI tools like ChatGPT, Copilot, and DALL·E
- Learn how to use GenAI responsibly and effectively in workplace settings.
- Receive a digital certificate of participation.
- Option to progress to the Agored Cymru micro-credential.
- Delivered by Aspire 2Be's expert facilitators using a digital-first methodology.



**FIND OUT MORE** >>



# Using AI Tools for Learning and Development

**This intensive 1-day hands-on course immerses L&D professionals in a variety of AI tools, such as ChatGPT, Copilot, Gamma, and Tome, that streamline content creation, foster learner engagement, and enable personalised learning experiences.**

Participants will actively explore, test, and evaluate these tools through interactive sessions and practical exercises, creating real-time learning materials and adaptive learning journeys. Group reflections and hands-on activities will help attendees identify effective strategies for integrating AI into their practice, supporting greater inclusion and accessibility.

Ethical considerations are woven throughout the course, including dedicated sessions on data protection, bias, and responsible AI use, complemented by reviews of GDPR and real-world case studies. By the end of the day, attendees will have gained practical experience with a diverse range of AI technologies, developed actionable strategies for leveraging AI in content creation and built the confidence to apply these skills to real-world L&D challenges. A certificate of participation is provided, with the opportunity to pursue the Agored Cymru micro-credential for further professional growth.

The course aligns with the Agored Cymru unit GB23CY039 and provides a practical foundation for those progressing to the full micro-credential.

## Learning Objectives

- Identify and describe a range of AI tools used in learning and development.
- Use AI tools to create, adapt, and personalise learning content.
- Evaluate the benefits and limitations of AI tools in different L&D contexts.
- Apply AI tools to support learner engagement, feedback, and assessment.
- Reflect on ethical and data protection considerations when using AI in education.



# AI is revolutionising the way learning is designed, delivered, and assessed.

---

## Who's It For?

- L&D professionals and instructional designers.
- Trainers and facilitators exploring digital transformation.
- HR and talent development teams.
- Educators and content creators working in adult learning or workplace training.

## Benefits

- Gain hands-on experience with a wide range of AI tools.
- Learn how to apply AI to real L&D challenges.
- Build confidence in using AI for content creation, feedback, and personalisation.
- Receive a certificate of participation.
- Option to progress to the Agored Cymru micro-credential.



**FIND OUT MORE** >>



# Data Driven Decision Making

**No longer confined to data specialists, the skill of working confidently with data has become a vital asset for anyone aiming to enhance performance, solve problems, and seize new opportunities in the workplace.**

With data increasingly at the heart of business operations, understanding how to source, interpret, and apply information is a key differentiator. Whether you are a manager, team leader, or part of a project or operations team, being able to unlock actionable insights from data empowers you to make more effective choices and contribute meaningfully to organisational success.

This 1-day, hands-on course empowers participants to unlock the value of data in their everyday roles. Through practical activities, real-world scenarios, and collaborative problem-solving, you'll discover how to turn raw information into actionable insights.

Aligned with the Agored Cymru unit CDQ306, this course provides a practical foundation for anyone looking to build confidence with data and progress towards a recognised micro-credential.

## Learning Objectives

- Understand the role and value of data in business decision making.
- Identify and evaluate different sources of business data.
- Apply basic data analysis techniques to real datasets.
- Interpret and present data to support business decisions.
- Reflect on the impact and ethics of data-driven decisions in the workplace.

**In today's rapidly evolving business landscape, the capacity to make sound, evidence-based decisions is essential for professionals at every level.**

## **Who's It For?**

- Managers and team leaders seeking to improve decision making.
- Business professionals responsible for reporting or analysis.
- HR, operations, and project teams using data in their roles.
- Anyone looking to build confidence with data in a business context.

## **Benefits**

- Gain hands-on experience with data analysis tools and techniques.
- Learn how to apply data to real business challenges.
- Build confidence in interpreting and presenting data.
- Receive a certificate of participation.
- Option to progress to the Agored Cymru micro-credential.



**FIND OUT MORE** >>



# Using Data to Tell Stories

**The real power of data lies in its ability to tell stories - stories that clarify, persuade, and drive change. In today's workplace, professionals at every level are expected not just to understand data, but to communicate its meaning clearly and confidently.**

This 1-day, hands-on course is designed to help business teams unlock the value of their data. Through practical activities, real-world examples, and collaborative challenges, participants will learn how to collect, interpret, and present data in ways that resonate with colleagues and stakeholders. The course covers the full journey from exploring raw data to building compelling visualisations and delivering persuasive data-driven narratives.

Aligned with Agored Cymru unit CDQ309, this course provides a practical foundation for those wishing to progress to a digital skills micro-credential. Whether you're new to data or looking to sharpen your storytelling skills, you'll leave with the confidence and tools to make data work for you and your organisation.

## Learning Objectives

- Identify and describe key principles of data storytelling.
- Explore and interpret business data using digital tools.
- Create impactful data visualisations for different audiences.
- Structure and present a data-driven narrative.
- Reflect on ethical and data protection considerations when using data.



**Data is at the heart of every modern business decision, but numbers alone rarely inspire action.**

---

## **Who's It For?**

- Business teams and professionals seeking to improve data literacy.
- Managers and team leaders responsible for reporting and decision-making.
- HR, L&D, and operations staff using data in their roles.
- Anyone interested in progressing towards a digital skills micro-credential.

## **Benefits**

- Gain hands-on experience with real business data and digital tools.
- Learn how to turn data into actionable insights and stories.
- Build confidence in data visualisation and presentation.
- Receive a certificate of participation.
- Option to progress to the Agored Cymru micro-credential.



**FIND OUT MORE >>**





# Project Management Essentials

**Whether you're leading a team, managing change, or delivering key objectives, understanding the essentials of project management can make the difference between success and failure.**

Mastering these core principles not only helps you organise resources and manage time efficiently, but also empowers you to anticipate challenges, engage stakeholders, and deliver projects that achieve organisational goals. With businesses facing constant change and increasing complexity, strong project management skills are more important than ever for driving results and sustaining competitive advantage.

This 1-day, hands-on course gives participants practical experience of the project management lifecycle, from planning to delivery and review. You'll explore and use leading project management software tools, work through real-world scenarios, and build the confidence to manage projects of any size.

Aligned with Agored Cymru unit CDP246, this course provides a practical foundation for those wishing to progress to a recognised micro-credential.

## Learning Objectives

- Understand the key principles and stages of project management.
- Identify roles, responsibilities, and stakeholders in a project.
- Use project management software to plan, track, and deliver a project.
- Apply risk management and problem-solving techniques.
- Reflect on project outcomes and lessons learned.

# Effective project management is a vital skill in today's dynamic business environment.

---

## Who's It For?

- New and aspiring project managers.
- Team leaders and supervisors managing projects or change.
- Business professionals involved in project delivery.
- Anyone seeking to build confidence in project management.

## Benefits

- Gain hands-on experience with leading project management tools (e.g., Microsoft Project, Trello, or Asana).
- Learn how to apply project management techniques to real business challenges.
- Build confidence in planning, tracking, and delivering projects.
- Receive a certificate of participation.
- Option to progress to the Agored Cymru micro-credential.



**FIND OUT MORE** >>



# Digital Empowerment Coach

**This one-day programme is designed to introduce participants to the core principles and practices of coaching and mentoring, placing a particular emphasis on digital empowerment and contemporary leadership.**

The course provides a solid foundation by blending relevant theory with practical tools, ensuring that attendees gain both conceptual understanding and hands-on experience. Through a combination of interactive activities and reflective exercises, participants will develop the skills required to coach confidently within modern organisational settings.

The course prepares individuals to apply coaching frameworks in digital-first environments, fostering effective relationships and supporting performance improvement. By the end of the day, attendees will be equipped not only with practical techniques but also with the insight necessary to reflect on their own coaching style and adapt to the evolving needs of the workplace.

The course is designed as a gateway to the ILM Level 5 Certificate in Effective Coaching and Mentoring, offering foundational knowledge and skills aligned with the qualification's core units.

## Learning Objectives

- Understand the role and value of coaching and mentoring in organisational development.
- Apply core coaching models and techniques in a digital-first environment.
- Build effective coaching relationships and set clear goals.
- Reflect on their own coaching style and practice.
- Explore pathways to formal accreditation through ILM Level 5.

**In today's fast-paced digital workplace, coaching and mentoring have become essential methods for empowering individuals and driving organisational success.**

---

### **Who's It For?**

- Team leaders and managers seeking to develop coaching skills.
- HR and L&D professionals supporting staff development.
- Digital transformation leads aiming to embed coaching into change programmes.
- Individuals preparing to undertake the ILM Level 5 Certificate.

### **Benefits**

- Gain practical coaching tools and frameworks for immediate use.
- Build confidence in coaching conversations and goal setting.
- Learn how to coach in hybrid and digital environments.
- Receive a certificate of participation.
- Option to progress to the ILM Level 5 Certificate in Effective Coaching and Mentoring.



**FIND OUT MORE >>**



# Leading Digital Change

**Success in this landscape demands clarity of purpose, robust evidence, and the agility to adapt to evolving challenges.**

This one-day programme is designed to equip senior leaders with the skills to navigate digital change, fostering the competence to lead with conviction while embracing the complexities of innovation. The course encourages participants to develop critical thinking and adopt an enquiry-led approach, ensuring that their decisions are both informed and future-focused.

Through hands-on activities and real-world case studies, participants will gain experience in mapping strategic contexts, analysing organisational drivers, and reflecting on their own leadership styles. The result is a dynamic learning experience that empowers leaders to implement meaningful digital transformation and drive sustained organisational growth.

The course is aligned with ILM Level 7 Unit 8617-700 and provides a practical foundation for those progressing to formal accreditation.

## Learning Objectives

- Understand the strategic context for digital change and transformation.
- Design and lead structured enquiries into leadership and organisational challenges.
- Use digital tools to gather, analyse, and present evidence.
- Evaluate the impact of leadership interventions and change initiatives.
- Reflect on their leadership capability and identify areas for development.



**In an era defined by swift and sweeping digital transformation, strategic leaders face the imperative to guide their organisations confidently through change.**

## **Who's It For?**

- Senior leaders and executives leading digital transformation.
- Heads of department or function responsible for strategic change.
- Programme and project leads managing innovation and improvement.
- Professionals preparing for ILM Level 7 accreditation.

## **Benefits**

- Gain a structured approach to leading digital change through enquiry.
- Learn to use digital tools for strategic planning, collaboration, and evaluation.
- Build confidence in presenting leadership outcomes with impact.
- Receive a certificate of participation.
- Option to progress to the ILM Level 7 Award in Strategic Leadership.



**FIND OUT MORE >>**



**Click below to make an enquiry**

**FIND OUT MORE >>**

**info@aspire2be.co.uk**  
**aspire2be.co.uk/short-courses**



Aspire 2Be is part  
of Educ8 Training Group

*NextGen*