

SKILLSER PRACTICE PACK

AI Productivity for Work

Tech & AI • Beginner to Intermediate • 10 hours

Build a working digital output and explain how you tested it.

Use this pack beside the course

- Set one observable result for the course.
- Complete the practical activity before marking the lesson complete.
- Keep evidence: screenshots, files, calculations, recordings, photos or finished samples.
- Use the checkpoint feedback to decide what to review.
- Treat the Skillser certificate as proof of course completion, not external accreditation.

1. Define your course outcome

Write a result another person could inspect. Avoid goals such as “understand more”. Prefer “I can create / explain / analyse / produce / perform ...”.

My outcome for AI Productivity for Work

What I can already do

My constraints

- Time available each week
- Phone-only or limited device access
- Internet/data cost
- Budget for tools or materials
- Confidence or previous experience
- A current rule, platform interface or policy may need verification

2. Working principles

Use these principles while you move through the course. They are designed to keep practice connected to a result.

1. Define the task and success criteria before choosing a tool.

Write one decision or example from your own context where this principle matters.

2. Create the smallest working version first.

Write one decision or example from your own context where this principle matters.

3. Test with realistic inputs and record failures.

Write one decision or example from your own context where this principle matters.

4. Document setup, assumptions and what you would improve.

Write one decision or example from your own context where this principle matters.

3. Three practical challenges

Do these away from the lesson player. Each challenge should leave evidence you can keep.

Challenge 1

Explain the course topic in your own words without notes.

What I produced / what happened

What I would improve next

Challenge 2

Create one practical output that someone else can inspect.

What I produced / what happened

What I would improve next

Challenge 3

Review the result against clear criteria and improve one weak point.

What I produced / what happened

What I would improve next

4. Capstone brief

Build a working digital output and explain how you tested it.

Capstone output

Create one final output that demonstrates the central skill in **AI Productivity for Work**. It should be specific enough for another person to inspect and should include evidence of your process, not only the final result.

Problem or goal

Tools / materials / information needed

Steps and timeline

Evidence I will keep

5. Review and next step

Score the work honestly. The purpose is to decide what to practise next.

Criterion	1	2	3	4
Clarity	Unclear	Partly clear	Clear	Very clear
Quality	Frequent errors	Some errors	Meets standard	Consistent
Process	Cannot explain	Incomplete	Repeatable	Adaptable
Evidence	Little proof	Some proof	Clear proof	Portfolio-ready
Reflection	No review	General	Specific	Tested improvement

My next 30-day practice plan

Content review note

Where this course depends on current laws, tax rules, CAC procedures, exam policies, financial products, software interfaces, advertising platforms, security guidance or regulated professional advice, verify the current official source before acting.