AI Workflow Productivity & Process Transformation

For organisations in Ghana

Hours saved every week, with the risks managed

Hours saved on routine work

Teams use AI for first drafts of reports, emails, meeting notes and summaries, and spend the time saved on work that needs judgement.

Consistent, checked quality

Shared prompts, templates and human review steps keep AI-assisted work accurate and on-brand across departments.

Governed, audit-ready AI use

Clear rules on approved tools and on the data that never goes into AI, so you can show auditors and the board that AI use is controlled and in line with Ghana's Data Protection Act, 2012 (Act 843).

WHO IT IS FOR

Every department that writes, analyses or reports: HR, finance, operations, sales, customer service, leadership and more.

WHAT PARTICIPANTS LEARN

01 Understanding AI at Work
02 AI-Powered Employee Productivity
03 AI Workflow Design
04 AI for Departments
05 Prompt Engineering for Business
06 AI for Documents and Data
07 AI-Powered Process Transformation
08 Responsible AI
09 Building an AI-Ready Workforce
10 Workplace AI Transformation Project

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Prices exclude VAT where applicable and are correct on 13 November 2026. Awareness training supports your compliance programme; it is not legal advice. Paleon Training Limited, Warri, Nigeria.

Two ways to buy

OPTION 1 · SELF-PACED ONLINE, FIXED PRICE

GH₵1,400 per learner. Each learner studies in the Paleon portal with 12 months' access, quizzes, a final assessment and completion records. Buy online and start today.

- 10–49 learners: 10% off, GH₵1,260 per learner
- 50–199 learners: 20% off, GH₵1,120 per learner
- 200+ learners: 30% off, GH₵980 per learner

Worked example, 25 staff: 25 × GH₵1,260 = GH₵31,500 (10% volume discount).

OPTION 2 · LIVE, FACILITATOR-LED, BY QUOTE

Live online, in-house at your offices, or hybrid, anywhere in Ghana. Department sessions, executive workshops or an organisation-wide rollout, with examples adapted to your sector and attendance records for your files. We quote after a 20-minute call about your teams, locations and dates.

Next live cohort: December 2026. 12 places left. Reserve by email or WhatsApp. Self-paced places start today.

START SMALL

Paid pilot: 10 learners self-paced for GH₵12,600. Review the results with us, then decide on a wider rollout.

Free leadership taster: a short live online session for your leadership team, with no obligation.

REFUNDS, CANCELLATIONS AND UNUSED SEATS

- Self-paced places: Full refund within 14 days of purchase if no learner has started. Once learners have started there is no refund, but unused seats can be given to other staff at any time during the 12 months' access.
- Live, in-house or hybrid: Free rescheduling up to 10 working days before the first session. Cancelling later than that costs 50% of the fee.
- Pilot guarantee: If you order a wider rollout within 90 days, the full pilot fee is credited against it.

DATA PROTECTION

The programme builds awareness of handling personal data responsibly, in line with your obligations under Ghana's Data Protection Act, 2012 (Act 843).

NEXT STEPS

- Buy online or read more: https://paleontraining.com/gh/corporate-training/ai-workflow-productivity
- Book a 20-minute call or request a proposal: corporate@paleontraining.com or WhatsApp +44 7508 823495
- We reply within one working day.