COURSE BROCHURE | ERASMUS+ TRAINING

Advanced AI Assistant – Workflows and Automation

Design responsible AI assistants grounded in approved knowledge, connect them to no-code workflows and introduce human oversight for educational processes.

LOCATION	LANGUAGE	FORMAT	DURATION	COURSE FEE	OID
Azores	English	On-site	6 days	€480	E10201112

€480 per participant for 6 days in Azores, Portugal. Check current editions, fee and inclusions before booking.

Course description

AI assistants can support much more than isolated conversations: when they are connected to clearly defined workflows, approved knowledge and appropriate human oversight, they can help educational institutions manage recurring processes more consistently and efficiently.

In this advanced course, participants will analyse an institutional workflow, identify where AI can appropriately support human work, design an assistant grounded in approved and non-sensitive knowledge, and prototype multi-step processes using no-code automation. They will explore how agentic workflows can use structured instructions, tools and hand-offs while keeping important decisions, approvals and exceptions under human control.

Particular attention will be given to operational boundaries, data awareness, failure scenarios, testing, monitoring and responsible implementation. By the end of the course, participants will have developed an auditable workflow prototype and a controlled pilot plan that can be adapted to the needs, policies and technical environment of their own institution. They will leave with the confidence, tools and governance practices needed to move from experimentation to controlled implementation.

Who the course is for

For educators

Teachers, school leaders and educational professionals interested in using advanced AI assistants to improve institutional workflows and productivity. The course is particularly relevant for those exploring digital transformation, AI automation, knowledge management, administrative processes, institutional productivity or the responsible adoption of AI-supported workflows.

At a glance

Course level: Advanced / Level II

Prerequisites: Previous experience using generative AI assistants is recommended. Participants should be comfortable with prompting, document-based AI use and common browser-based digital tools. No programming experience is required.

Working language: English. Please **contact the team** if you are unsure about the course level or working language.

CURRICULUM FOCUS

AI Assistants & Automation / Artificial Intelligence / Productivity and Workflow Automation

View the course, current editions and fees

02 / INTENDED LEARNING OBJECTIVES

Learning outcomes

The following learning outcomes describe the course's intended direction and objectives. The trainer adapts activities, examples and participant work to the group's goals, experience and learning needs.

01 **Workflow Analysis & AI Opportunity Assessment** - Map a recurring institutional workflow, identify friction points, information flows and human decision points, and determine where AI assistance may be appropriate.

02 **Knowledge-Grounded AI Assistant Design** - Design an AI assistant using approved, non-sensitive knowledge sources, clear operational instructions, defined responsibilities, output formats and appropriate limitation.

03 **No-Code Workflow Automation** - Prototype a multi-step AI-assisted workflow using triggers, structured outputs, routing and no-code automation while maintaining appropriate human checkpoints.

04 **Human Oversight & Exception Handling** - Define approval points, access boundaries, escalation paths and exception-handling procedures for responsible AI-assisted processes.

05 **Testing, Monitoring & Recovery** - Test an AI-assisted workflow against realistic failure scenarios, identify limitations and risks, and define appropriate monitoring, fallback and recovery measures.

06 **Controlled Pilot & Operational Documentation** - Prepare operational guidance, ownership responsibilities, success criteria and a controlled pilot plan for introducing an AI-assisted workflow within an educational institution.

07 **European Peer Exchange & Institutional Transfer** - Compare AI adoption and workflow practices with European peers, exchange professional approaches and identify how relevant practices can be adapted to participants' own institutional contexts.

Transfer to practice and intended impact

The programme supports participants in connecting the course learning with their own professional context. Participants consider how relevant approaches, activities or tools could be adapted to their learners, priorities and institutional settings.

1. **Identify a relevant professional need:**
   Consider which learner need, classroom challenge or institutional priority the course learning could help address.
2. **Adapt the approach to your setting:**
   Select the activities, tools or approaches that can realistically be incorporated into your own professional context.
3. **Decide what progress would look like:**
   Consider how changes in practice, learner engagement, learning outcomes or another relevant result could be recognised.

03 / COURSE PROGRAMME | DAYS 1-3

Learning Activities & Training Schedule

SUNDAY / DAY 1

Flexible self-preparation followed by an in person European exchange session, **at 18h30.**

MONDAY - FRIDAY / DAYS 2-6

08:30 - 13h30

5h of training per day · 30h total

This is a typical timetable, subject to the provider's discretion.

DAY 1

Cross-Cultural Exchange, European Educational Context & Course Orientation

- Pre-Session work: Self Preparation to reflect and share your institution's context, cultural background & completion of the Cultural Quiz.
- Welcome, networking and cultural exchange between participants and Erasmus+ team.
- Icebreaking activities and sharing of European core values.
- Open space for participants to share ideas and discuss current challenges in the Education sector; collaborative opportunity to exchange future goals.
- Course briefing and planning.

DAY 2

Workflow Analysis & AI Assistant Architecture

- Identify recurring institutional tasks, bottlenecks and workflow friction.
- Map the current process, including inputs, information flows, personal or sensitive data, decisions and human hand-offs.
- Identify which steps may benefit from AI assistance and which should remain under direct human responsibility.
- Define the assistant's role, scope, boundaries and approval checkpoints.
- Produce current-state and proposed future-state workflow maps.

DAY 3

Knowledge-Grounded AI Assistants

- Select and structure approved, non-sensitive knowledge sources relevant to the chosen workflow.
- Define the assistant's instructions, scope, responsibilities, limitations and required output formats.
- Configure and test a grounded assistant against realistic workflow questions and tasks.
- Test boundary cases, outdated or conflicting information and situations in which the assistant should refuse, escalate or request human input.
- Refine the assistant based on testing and document known limitations.

04 / COURSE PROGRAMME | DAYS 4-6

Learning Activities & Training Schedule

DAY 4

No-Code Workflow Automation & Hand-Offs

- Explore trigger-and-action logic using forms, calendars or other simple workflow inputs.
- Pass structured information between workflow steps using a no-code automation environment.
- Explore how AI assistants, tools or automated steps can exchange information within a defined process.
- Introduce human approval checkpoints before sensitive, consequential or external actions.
- Build and test a small multi-step workflow prototype connected to an educational use case.

DAY 5

Safety, Exceptions & Operational Controls

- Identify realistic failure modes, including hallucinated outputs, outdated knowledge, inappropriate data exposure and incorrect workflow routing.
- Define human approval, escalation and fallback procedures for exceptions.
- Test the workflow against selected failure scenarios and document observed limitations.
- Define simple monitoring criteria, review responsibilities and indicators of workflow quality or time saved.
- Draft an operational checklist or standard operating procedure for controlled pilot use.

DAY 6

Controlled Implementation, Peer Review & Transfer

- Define workflow ownership, human responsibilities and an appropriate review schedule.
- Finalise the AI-assisted workflow prototype and prepare a controlled institutional pilot plan.
- Present the workflow strategy and receive structured peer and trainer feedback.
- Identify adaptations required for implementation within participants' own organisational, technical and policy contexts.
- Reflect on learning and complete course evaluation.
- Documents validation and Certification.

ADAPTABLE TRAINING

This programme is a planned framework. Specific activities, sequence, exercises and timings may be adapted by the trainer or provider to each group/edition.

COURSE RECORDS

Daily summary and attendance sheets record the schedule and a short account of each day's work, validated by the trainer and signed by the participants.

Edition-specific evidence: Learning Together maintains signed daily training and attendance records. This brochure describes the course framework; additional verification can be based on the records of the particular edition.

05 / LEARNING APPROACH & METHODOLOGY

Learning Together Methodology

Learning Together courses combine guided input supported by presentations and multimedia resources with practical experimentation, creative workshops, case-based learning and hands-on tools. Participants connect the learning to their own professional situations and progressively develop an applied outcome, which may take the form of a presentation, project, session plan, action idea, reflection or another relevant output.

Peer / trainer feedback supports refinement throughout the process, while European exchange encourages participants to compare practices, perspectives and approaches across different educational contexts.

Methods applied in this programme

Workflow Analysis & AI Assistant Architecture

Participants analyse recurring institutional processes, map current and proposed workflows, identify information flows and decision points, and define appropriate AI-assistant responsibilities, boundaries and human approval checkpoints.

Guided AI Prototyping & No-Code Automation

Participants structure approved knowledge sources, configure AI assistants and experiment with no-code workflow connections through guided practical tasks, while keeping the scope appropriate to educational and institutional contexts.

Scenario-Based Testing & Controlled Implementation

Participants test their prototypes against realistic failure and exception scenarios, identify limitations and risks, define human escalation and monitoring measures, and translate the results into operational guidance and a controlled pilot plan.

Collaborative learning, peer exchange and reflection

Participants work with European colleagues, compare professional contexts, exchange approaches and reflect on how the learning can be transferred to their own institutions.

> **Illustrative example: Designing a Controlled AI-Assisted School Workflow**
>
> A school wants to reduce the time spent managing a recurring administrative process, such as responding to routine enquiries or organising information. Participants map the existing workflow, identify suitable AI-assisted steps, define approved knowledge sources and human decision points, prototype a small no-code workflow, test selected failure scenarios and prepare a controlled pilot plan. This example illustrates one possible practical application; actual activities may vary according to the course group and available tools.

An adaptable learning experience

Learning Together courses are delivered by trainers with relevant professional & pedagogical experience, **who are fluent English speakers**. The trainer may vary by edition, adapting the activities to the group's professional context and learning goals.

Meet our trainers and explore our approach

06 / PRACTICAL INFORMATION & SUPPORT

Everything you need for your training

Your course materials and participant work

Participants receive access to course materials, including slides, presentations, worksheets and exercises made available for the sessions, through a dedicated online folder.

Depending on the activities, groups may also develop action plans or presentations. The output varies with the programme, trainer and group.

Materials to bring: Laptop

Course package

Includes training sessions, digital materials, practical resources, administration and course-week support, welcome kit, coffee breaks and course documentation. Cultural activities and an orientation session **depend on the edition selected** (flights, accommodation & other personal arrangements are not covered).

Check fees and inclusions for your selected course.

Documents & certification

We issue Certificate of Attendance, invoice and support agreed Erasmus+ mobility documents, including Europass Mobility records. Certificate issuance follows the attendance conditions.

Send any additional school forms to our team in advance. Explore document guidance.

Provider & quality

Learning Together operates through registered organisations in every country where services are provided, each with its own Erasmus+ Organisation ID (OID). Our programmes combine clearly defined learning outcomes, participatory methodologies and practical activities, with participant evaluation & feedback at the end of the training.

Provider OIDs: Portugal E10201112 · **Spain** E10417947 · **Poland** E10419682

FROM INTEREST TO A CONFIRMED BOOKING

01
Pre-enrol

Share your course & preferred dates. Pre-enrolment is non-binding; wait for written confirmation before making non-refundable travel bookings.

02
Confirm your place

Our team will confirm availability by email. Complete final enrolment and billing details to secure your place.

03
Plan your travel

Once your booking is confirmed, you can plan your travel. Before travelling, check materials required, timetable and activities in your selected edition.

YOUR NEXT STEP

Ready to plan your course?

Check the current dates, duration, fee and edition status on the course page, then start your pre-enrolment or contact us!

View course & editions ↗ | Pre-enrol ↗

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