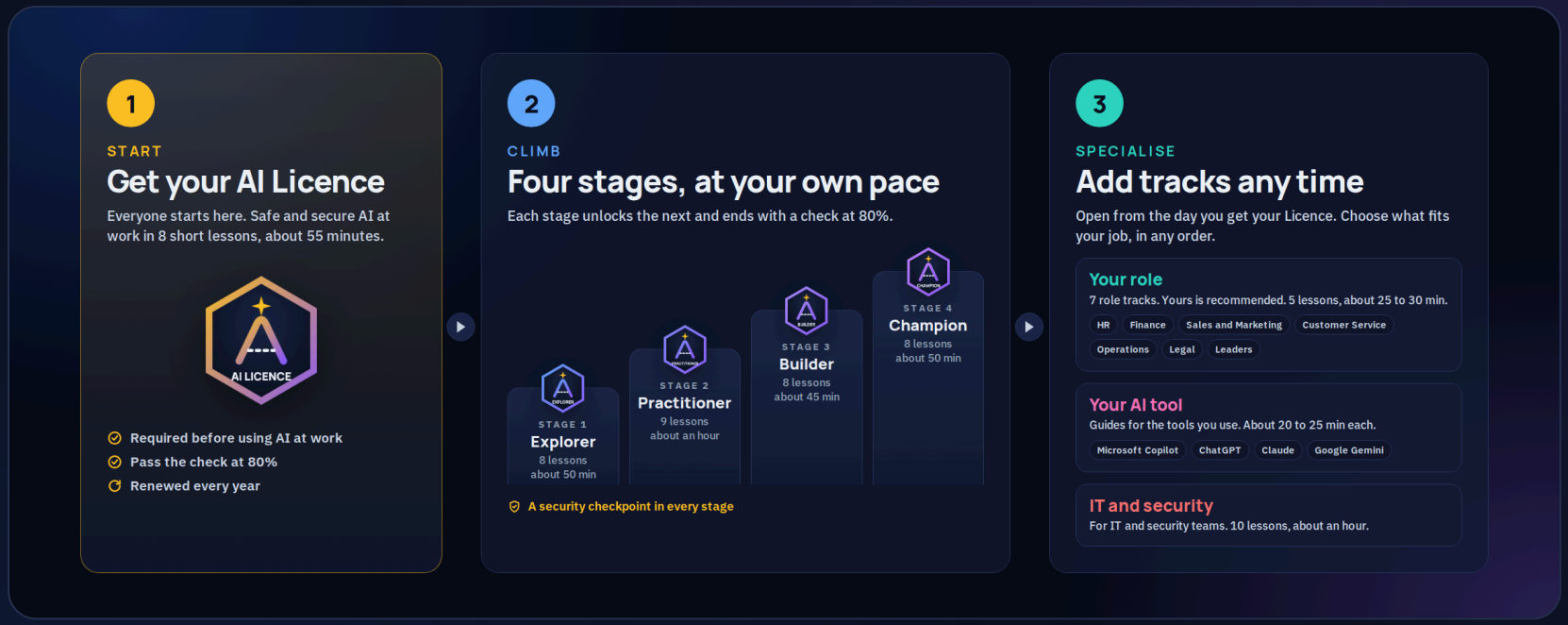
CAPYTECH AI ACADEMY

Your team's AI learning journey

A complete, security-first route from first steps to leading AI change. Everyone starts with the AI Licence. Once it is complete, every track opens and the four stages follow at each person's own pace, with a badge for every milestone. Available in any language, including Arabic and all major European languages.

Gulf editions align the safe use lessons with the UAE and Saudi Personal Data Protection Laws and your sector regulator's guidance.



17 courses

102 5 to 7 minute interactive lessons

10 hours of learning, approximately

300+ practice activities

70+ worked prompt examples

Licence first
Everyone earns the AI Licence, renewed every year. Once it is complete, the journey and every track open.

Colleague stories
Each lesson follows a colleague at Kestrel Hart, a fictional company, through a real work situation, then the learner practises.

Learn by doing
Scenario questions, sorting tasks and spot the issue, worked prompt examples, and an end-of-course check at 80%.

Security throughout
A security checkpoint in every stage, plus a full IT and Security track included for everyone.

CORE JOURNEY

From the AI Licence to AI Champion

The spine of the Academy, about 4 hours 15 minutes in all. Start with the AI Licence, then climb Stages 1 to 4 at your own pace, each stage unlocking the next.

REQUIRED

AI Licence

8 lessons · about 55 min

Badge: AI Licence

Before you use AI at work, earn your AI Licence.

1. Why safe AI matters
2. The traffic light rule
3. Approved tools and shadow AI
4. Personal data and data protection law
5. Confidentiality, IP and copyright
6. Trust, but verify
7. AI-powered scams
8. Our AI rules and reporting

Licence check: 10 questions, 80% to pass

STAGE 1

Explorer

8 lessons · about 50 min

Badge: Explorer

Your first steps with AI at work.

1. What AI is, and is not
2. Your AI toolkit at work
3. Your first conversation
4. The four-part prompt
5. Everyday wins
6. Working with files
7. Getting better answers
8. Security checkpoint: before you paste

Explorer check: 8 questions, 80% to pass

STAGE 2

Practitioner

9 lessons · about an hour

Badge: Practitioner

For regular AI users who want better, faster, more reliable results.

1. Prompts that raise the bar
2. Templates and a team prompt library
3. Long documents
4. Spreadsheets and data
5. Research with sources
6. Writing in your brand voice
7. Meetings with AI
8. Images, slides and visuals
9. Security checkpoint: files and recordings

Practitioner check: 8 questions, 80% to pass

STAGE 3

Builder

8 lessons · about 45 min

Badge: Builder

For power users ready to build.

1. Custom assistants
2. Giving AI your knowledge
3. Connectors and integrations
4. When AI takes action
5. Automating a workflow
6. Designing an AI-assisted process
7. Quality at scale
8. Security checkpoint: agents and permissions

Builder check: 8 questions, 80% to pass

STAGE 4

Champion

8 lessons · about 50 min

Badge: Champion

For managers, team leads and AI champions.

1. Finding the right use cases
2. The business case
3. Leading the change
4. Writing an AI policy
5. Governance that works
6. Regulation in plain English
7. Pilot, then scale
8. Building a champions network

Champion check: 8 questions, 80% to pass

ROLE TRACKS

AI for the work each team actually does

Open to everyone once the AI Licence is complete. About 25 to 30 minutes each, with real examples from that function. Each learner is recommended their own team's track.

ROLE TRACK

HR and People

5 lessons · about 30 min

Badge: HR

1. Job adverts and role profiles
2. Policies and handbooks
3. Onboarding and learning
4. People data, handled safely
5. Recruitment: fair and lawful

HR track check: 5 questions, 80% to pass

ROLE TRACK

Finance

5 lessons · about 25 min

Badge: Finance

1. Commentary and reporting
2. Spreadsheets and formulas
3. Forecasting and scenarios
4. Checking figures and controls
5. Finance data, safely

Finance track check: 5 questions, 80% to pass

ROLE TRACK

Sales and Marketing

5 lessons · about 25 min

Badge: Sales

1. Prospect research
2. Proposals and bids
3. Campaigns and content
4. Personalised outreach
5. Sales conversations

Sales and Marketing track check: 5 questions, 80% to pass

ROLE TRACK

Customer Service

5 lessons · about 30 min

Badge: Customer Service

1. Faster, better replies
2. Knowledge bases and FAQs
3. Difficult conversations
4. Chatbots and escalation
5. Customer data, safely

Customer Service track check: 5 questions, 80% to pass

ROLE TRACK

Operations and Projects

5 lessons · about 25 min

Badge: Operations

1. Plans and schedules
2. Risks, issues and RAID logs
3. Status reports and actions
4. Process documents and safety
5. Suppliers and procurement

Operations track check: 5 questions, 80% to pass

ROLE TRACK

Legal and Compliance

5 lessons · about 25 min

Badge: Legal

1. Where AI helps legal teams
2. Confidentiality and privilege
3. Checking authorities and citations
4. Contracts with AI
5. Compliance and regulation

Legal track check: 5 questions, 80% to pass

ROLE TRACK

Leaders and Executives

5 lessons · about 30 min

Badge: Leaders

1. AI strategy on a page
2. Investing for value
3. Risk appetite and governance
4. Leading people through AI change
5. Questions boards should ask

Leaders track check: 5 questions, 80% to pass

Need a track for your sector?

We build custom courses around your own processes, tools and policies, delivered in the same Academy alongside the core journey.

TECHNICAL TRACK · INCLUDED FOR EVERYONE

IT and Security: Securing AI in Your Organisation

For IT, security and data protection teams. Opens once the AI Licence is complete.

TECHNICAL TRACK

IT and Security

10 lessons · about an hour

Badge: AI Security Guardian

A technical track for IT, security and data protection teams.

1. How AI systems work
2. Choosing AI vendors safely
3. Setting up enterprise AI
4. Finding and managing shadow AI
5. The AI threat landscape
6. Prompt injection and data exfiltration
7. Securing agents and connectors
8. Data protection impact assessments for AI
9. Monitoring and incident response
10. Frameworks and standards

IT and Security check: 10 questions, 80% to pass

Getting started

- Your own company space on the Capytech LMS, with your branding, managers and reporting
- Every learner starts with the AI Licence, then the journey and every track open, to follow at their own pace
- Works on desktop, tablet and phone, with keyboard and screen reader support, in any language
- Progress, badges and skills for every learner, team and department
- Optional add-ons: your own AI policy built into the Licence, custom courses, and a fully branded LMS of your own

Talk to us: contact@capytech.com · +971 58 542 6893 · capytech.com

IN YOUR TOOL

Practical guides to the tools your staff have

About 20 to 25 minutes each. Open once the AI Licence is complete.

TOOL GUIDE

Microsoft Copilot

4 lessons · about 25 min

Badge: Microsoft Copilot

1. Copilot in Word and Outlook
2. Copilot in Excel and PowerPoint
3. Copilot in Teams and Copilot Chat
4. Using Copilot safely

Copilot guide check: 5 questions, 80% to pass

TOOL GUIDE

ChatGPT

4 lessons · about 25 min

Badge: ChatGPT

1. ChatGPT at work
2. Projects in ChatGPT
3. Memory, data controls and sharing
4. Power features

ChatGPT guide check: 5 questions, 80% to pass

TOOL GUIDE

Claude

4 lessons · about 25 min

Badge: Claude

1. Claude at work
2. Projects and Artifacts
3. Connectors and research
4. Using Claude safely

Claude guide check: 5 questions, 80% to pass

TOOL GUIDE

Google Gemini

4 lessons · about 20 min

Badge: Gemini

1. Gemini in Gmail and Docs
2. Gemini in Sheets, Slides and Meet
3. The Gemini app and Gems
4. Using Gemini safely

Gemini guide check: 5 questions, 80% to pass

Tool guides are reviewed every quarter, because features change and depend on each organisation's plan and settings.