timefor.ai

CERTIFICATE NO.
TFA-MN3Q-6SEG

AI PRACTITIONER

ARTIFICIAL INTELLIGENCE · PRACTICAL TRAINING

CERTIFICATE

of completion

This is to certify that

Santa Puce-Kairo

has successfully completed the course

“Practical Use of AI Agents at Work and in Business. Back to Work.”

Special recognition for preparing a presentation of their own AI solution.

COURSE SCOPE

26 academic hours

+ 20 academic hours of practical work

Riga, 16 November 2026

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Program contents

“Practical Use of AI Agents at Work and in Business. Back to Work.”

Practical use of AI agents for work tasks: from writing clear instructions and selecting the right sources to running tasks repeatedly, checking results and building a custom solution.

01 **From chat to AI agent**

The differences between an AI model, a chat interface and an agentic app. Writing agent instructions, using sources, researching the market, preparing proposals and checking results.

02 **Personal voice and reusable skills**

Building a brand voice from writing samples and saving a customer support procedure as a skill. Testing skills in a new conversation and adapting them to individual needs.

03 **Finding valuable uses for agents and scheduling tasks**

Selecting recurring tasks that can be done digitally and developing agent instructions. Finding B2B clients, checking data, writing personalised drafts and triggering the agent by schedule or event.

04 **Campaigns with a consistent brand**

Preparing brand context, researching topical content ideas and checking sources. Splitting research and content creation tasks between agents and building a repeatable workflow.

05 **Financial and Excel data analysis with AI**

Updating accounting records from bank statements and invoices, finding missing documents and checking calculations. Pricing and cash flow scenarios, interactive reports and a customised finance agent.

06 **Building apps and presenting the result**

Building website and app features step by step, and testing a sign-up form and an admin panel. Setting up access and backups, and preparing a presentation of an AI solution.

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26 academic hours + 20 academic hours of practical work