timefor.ai

CERTIFICATE NO.
TFA-PQBT-X5FK

AI PRACTITIONER

ARTIFICIAL INTELLIGENCE · PRACTICAL TRAINING

CERTIFICATE

of completion

This is to certify that

Maija Meļķe

has successfully completed the course

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

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

COURSE SCOPE

26 academic hours

+ 20 academic hours of practical work

Riga, 13 November 2026

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Program contents

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

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