



Two-Day Training Programme: AI in Practice – From Technique to the Future



This programme offers professionals a step-by-step, practical, and responsible guide to applying artificial intelligence in their daily work. The training consists of two interconnected sessions in which theory, practice, ethics, and policy come together.

This training is offered by Incitamentum and provided by the AI Workshop in collaboration with Incitamentum.

Cost:

The cost of the two-day training is **€ 1,150 per person**, excluding VAT. Included are lunch and unlimited coffee, tea, and snacks on both days.

Registration:

Would you like to register for this training? Please send an e-mail to info@incitamentum.com attn. Tanéa Tajiri, quoting *Two-Day Training: AI in Practice – From Technique to the Future*.

Please note! Your registration is only confirmed upon receipt of payment. The training will proceed with a minimum of 10 participants and a maximum of 12.

Day 1: Advanced Techniques, Tools, Safety and Ethics

Date: 14 September 2026

Time: 09:00 – 17:00 (lunch included)

Location: Broeck (Broeckerstraat 20, 3421 BL Oudewater)

Trainers: De AI Workshop

Programme Content:

During this full day of advanced training, we build on the introduction and further professionalise the use of AI. Participants learn to direct AI more effectively by providing more context and making smarter use of the broader landscape of AI tools. They also learn to critically assess the quality of generated output. In addition, there is extensive attention to the risks and preconditions of AI use within organisations: what happens to the data entered, and how do you recognise incorrect or biased output? Finally, we address the human side of AI: how do you bring colleagues along safely, and how do you prevent uncoordinated use within teams?

Learning Objectives

Upon completion of this training day, participants will be able to:

- Direct AI more purposefully using greater context and better instructions.
- Better navigate the broader landscape of AI tools and know which tool to use for which purpose.
- Critically evaluate output for quality, reliability, and applicability.
- Recognise key risks related to privacy, bias, data security, and factual inaccuracies.
- Better understand how AI can be used responsibly within teams and organisations.

Day 2: AI in Practice: Consolidation and the Future

Date: 21 September 2026

Time: 09:00 – 17:00 (lunch included)

Location: Broeck (Broeckerstraat 20, 3421 BL Oudewater)

Trainers: De AI Workshop and Incitamentum

Morning: Consolidation and Future Perspectives

During the first part of the day, the focus is on consolidating the knowledge gained. Participants reflect on what they have learned and translate this directly into the structural application within their own work practice. We deepen the understanding of rapid future developments within the AI landscape. Participants work on concrete methods to embed AI sustainably into their daily activities and to continue developing their own approach.

Morning Learning Objectives

Upon completion of this session, participants will be able to:

- Better apply and embed their acquired knowledge in their own work practice.
- Understand current and future developments within AI.
- Apply AI sustainably and effectively in their daily work.
- Use concrete tools to further develop and continuously improve their own approach.
- Return home with greater confidence and clarity to continue building independently on what they have learned.

Afternoon: GDPR, Privacy and Technology Policy

This afternoon session is delivered by Incitamentum.

Having gained a solid understanding of AI, it is valuable to also approach it from a policy and legal perspective. What needs to be in place for an organisation working with AI? In this session, participants explore the legal environment surrounding AI and the policy choices organisations make — or should make.

We discuss how to protect the privacy of employees, clients, and the organisation itself, and what the GDPR requires in the context of AI use. We then look at technology policy: what choices are made regarding cloud solutions, suppliers, and software and hardware dependency? How does AI relate to the organisation's sustainability policy? How does an organisation safeguard its own knowledge, and how secure is company information within AI systems? And how can the impact of AI be measured?

The focus then shifts to AI literacy as an organisational obligation. European AI legislation makes it necessary to develop a multi-year training and action plan for employees who work with AI. This requires an approach that considers differences in level, foundational knowledge, and desired usage level. HR plays a central role in developing this policy, while

the works council is a full partner in ensuring careful and broadly supported implementation. Together, they reflect on guiding principles, division of roles, and practical rollout.

Afternoon Learning Objectives

Upon completion of this session, participants will have:

- Insight into the most important policy-related risks and challenges surrounding AI use in organisations.
- An understanding of the choices that can be made regarding technology policy: cloud solutions, suppliers, information security, and sustainability.
- Knowledge of the relevant legal frameworks, including GDPR requirements and the protection of corporate and personal data when using AI.
- An understanding of the considerations an organisation can make regarding the responsible and effective deployment of AI, including measurability.
- A shared picture of what HR and the works council want and need to develop around AI literacy.
- Clarity on the roles that HR, the works council, and other stakeholders can take on, and how they can strengthen one another in the development and implementation of policy.