

Lumera Learning

2024-2025 Course Schedule

Professional AI Training & Workforce Development | Toronto, Ontario | Established 2024

Foundational programming focused on AI literacy, prompt writing, communication support, and early workflow experimentation for Canadian business teams.

Curriculum emphasis

- ChatGPT workplace fundamentals
- Prompting for drafting and research
- Responsible use and internal standards
- Early workflow automation concepts

Schedule overview

Term	Program	Primary focus	Representative tools / methods
Fall 2024	AI Workplace Fundamentals	Applied AI literacy and productivity	ChatGPT; workplace AI basics; guided prompting
Fall 2024	Prompt Writing for	Prompt design for communication and drafting	Prompt frameworks; tone control; business writing
Winter 2025	Practical ChatGPT for	Operational drafting and team productivity	ChatGPT; summaries; recurring admin tasks
Winter 2025	AI Communication &	Communication clarity and documentation support	Templates; meeting notes; documentation workflows
Spring 2025	AI Productivity Toolkit	Repeatable day-to-day AI usage	Prompt libraries; drafting support; daily productivity
Spring 2025	Introduction to Workflow	Early workflow analysis and automation awareness	Process mapping; automation concepts; use-case identification
Summer 2025	Responsible AI for	Management oversight and internal standards	Responsible use; review expectations; policy basics
Summer 2025	Corporate Pilot Cohorts	Early organizational capability building	Pilot cohorts; adoption support; manager enablement

This schedule is provided as an institutional archive and planning reference. Program timing, delivery, and course tools may continue to evolve as Lumera Learning refines its offerings.