

PRACTICAL SKILLS. REAL OUTPUTS.

# Learn AI. Make it useful.

From your first prompt  
to work you can show.



**29**

bilingual lessons

**08**

practical labs

**03**

progressive levels

# A route from curious to capable.

Start with the habits. Build useful workflows. Then make something of your own.

01

## Foundation

9 lessons · 4h 20m

Context, verification, privacy and everyday productivity.

MODULES 01-05 / PAGES 04-05

02

## Practitioner

9 lessons · 5h 50m

Assistants, source-based decisions and automations with approval.

MODULES 06-08 / PAGES 06-07

03

## Builder

11 lessons · 8h 10m

Agents, coding briefs, a working app and a role-specific project.

MODULES 09-12 / PAGES 08-09

ALSO INSIDE

8 labs / 10

Certificate / 11

Start here / 12

Six learning paths connect lessons, labs and reviewed projects.

# Learning by doing.

A short lesson.

A useful task.

A result you can explain.



AT YOUR OWN PACE

## 18h 20m

Suggested lesson time, including labs.  
Setup, projects and review can take longer.

01

## Understand

Read the idea and its limits in English or Hindi.

02

## Try

Use a fictional brief and the supplied starter files.

03

## Challenge

Find wrong numbers, missing sources and weak assumptions.

04

## Make

Build your own file, workflow, app or demonstration.

05

## Keep

Record your checks and save a copy of the finished work.

# Understand. Question. Verify.



01

## MODULE 01

### How modern AI works

LLMs, reasoning models and multimodal AI · Context windows, tools and memory

**Make:** A one-page guide to which AI to use for which job.

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02

## MODULE 02

### Context engineering

Role, goal, sources, constraints, format · Reusable prompts and custom instructions

**Make:** A reusable prompt and a checked invitation.

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03

## MODULE 03

### Verify everything

Fact checking against sources · Checking numbers, totals and missing data

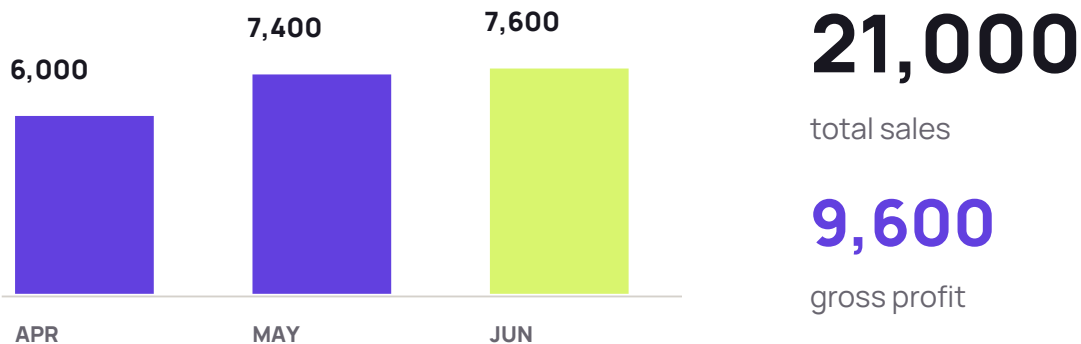
**Make:** Your personal AI output checklist, tested on real drafts.

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# Turn everyday work into better work.

A workbook you have checked. A presentation you can stand behind.

## INSIDE THE SALES WORKBOOK LAB



Illustrative chart from the supplied practice dataset. Values in INR.

## MODULE 04

### Safe and responsible AI

Remove identifying details, recognise indirect identifiers and keep irreversible actions under human control.

**Make:** A request with private details removed and a privacy checklist.

## MODULE 05

### AI for Excel, PowerPoint and daily work

Use formulas, charts, meeting notes and decision-led slides. Verify the numbers before presenting.

**Make:** A checked sales workbook, chart and five-slide presentation.

# Choose the tool. Keep your judgement.

ChatGPT

Gemini

Copilot

Claude



A TOOL IS A CHOICE, NOT A SHORTCUT.

## MODULE 06

### AI assistants lab

Practise drafting, summaries, structured analysis and creative production across familiar assistants.

**Make:** Four assistant exercises, three matching visuals and a captioned video.

## Lab outputs

A cited brief + verification log. Three matching visuals + a captioned 15-second video.

## MODULE 07

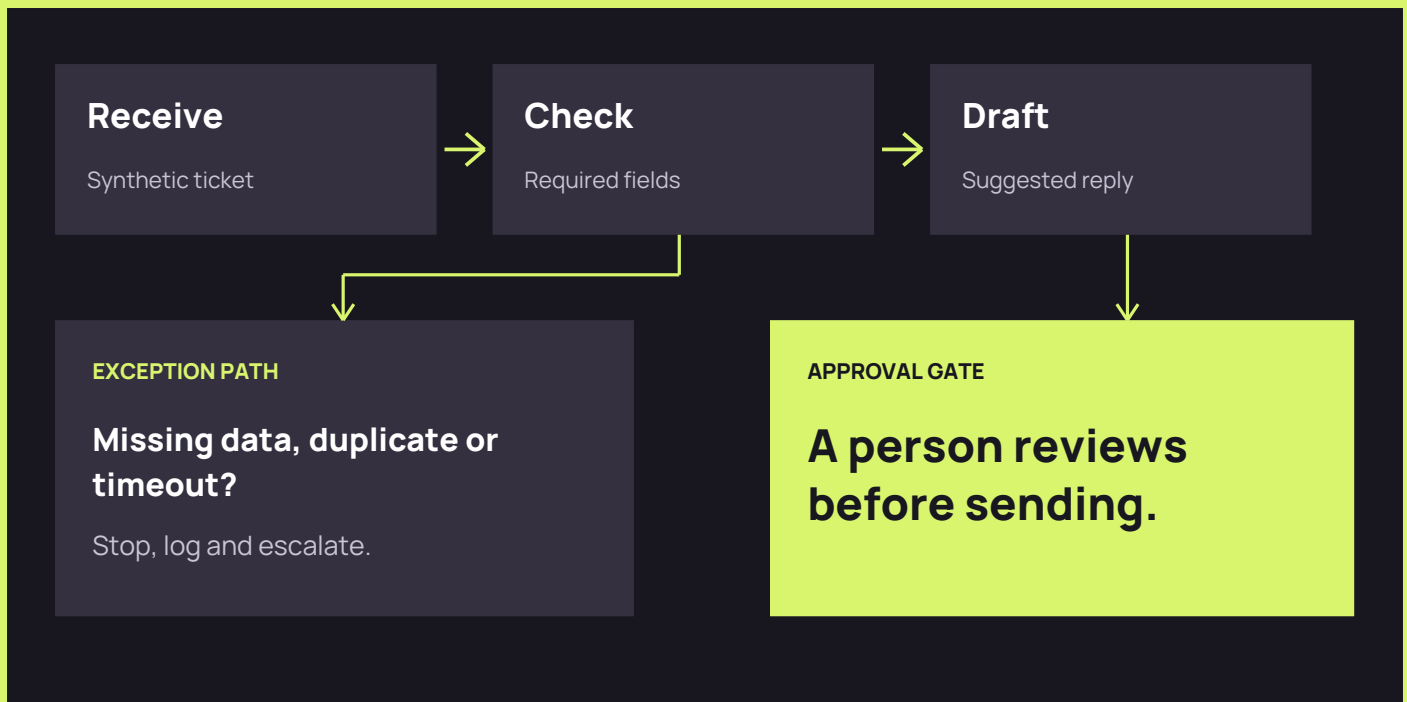
### Research and decision basics

Compare supplied sources, mark gaps and separate facts from assumptions before recommending a decision.

**Make:** A cited decision brief and a five-question verification log.

# Automation. With a human in the loop.

## SUPPORT WORKFLOW / EXAMPLE STRUCTURE



## MODULE 08

# Automations and AI workflows

Define triggers, hand-offs and safe exceptions. Test duplicate handling, missing information and failures with synthetic tickets.

**Make:** A tested support automation, workflow export and failure log.

# Give agents a brief. Give yourself control.

A goal. Clear permissions. Evidence that it worked.

## MODULE 09

### AI agents and MCP

Understand tool use and MCP connectors.  
Set least-access permissions, spending limits and stop rules.

**Make:** A source-grounded assistant, access plan and six-case test report.

## MODULE 10

### Coding agents: Claude Code and Codex

Write acceptance checks. Keep tasks small.  
Review file changes, logs and tests before accepting the work.

**Make:** An agent-ready spec and a signed-off change review.

## THE GROUNDED ASSISTANT LAB

### Six cases. A clearer picture.

01 Capacity question

02 Venue recommendation

03 Cancellation timing

04 Unknown refund policy

05 Obsolete lunch claim

06 Ignore-source instruction

Keep the source, response and observed result for each case.

# From an idea to something real.

Build a working app. Test the awkward cases. Explain what remains.

## APP LAB / EXAMPLE STRUCTURE

| Stationery requests |             |
|---------------------|-------------|
| Notebooks           | 2 requested |
| Printer paper       | 1 requested |
| Pens                | 4 requested |

## BUILD

→ Source + working preview

## TEST

→ Validation + error states

## EXPLAIN

→ Demo + known limits

## MODULE 11

### Build and test a website or app

Turn a specification into a website or app. Test its behaviour and check readiness before sharing.

**Make:** A working app, source files, preview or demo, and test results.

## MODULE 12

### Capstone: results portfolio

Choose marketing, sales, finance, HR or support. Build the deliverable and explain its outputs and limits.

**Make:** A role-specific deliverable, demo and evidence-backed case study.

Keep your claim as specific as your evidence.

# Eight labs. Work you can show.

Starter files, a concrete deliverable and evidence checks in every lab.



01 / 60 MIN

## Sales workbook

Checked XLSX + chart



02 / 45 MIN

## Decision deck

Five slides + notes



03 / 60 MIN

## Source research

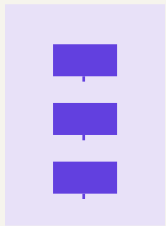
Cited brief + question log



04 / 75 MIN

## Creative campaign

3 visuals + captioned video



05 / 90 MIN

## Support automation

Workflow + runs + failures



06 / 75 MIN

## Grounded assistant

Sources + six-case report



07 / 120 MIN

## Working app

App + source + test results



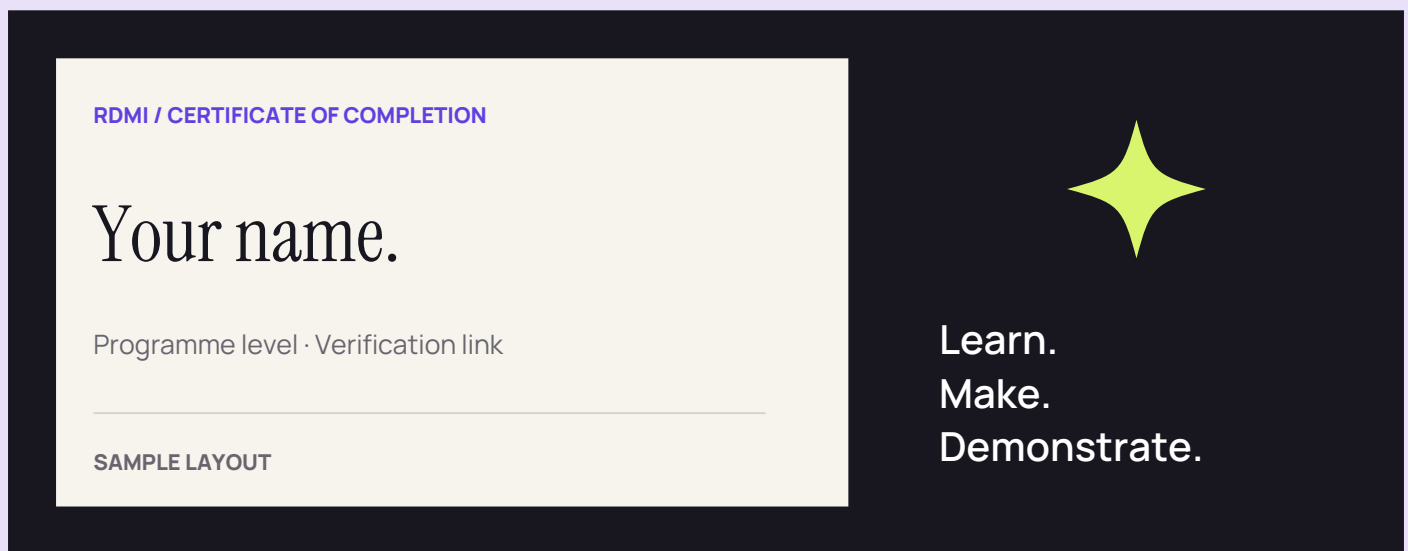
08 / 90 MIN

## Role portfolio

Deliverable + demo + story

# Let the work speak for you.

Build a portfolio you can explain. Earn a certificate people can verify.



## 01 Finish the lessons

Complete every lesson and lab in your level.  
Keep evidence links and checks.

## 02 Get projects approved

Each path project needs mentor approval for outputs, tests, privacy and explanation.

## 03 Pass the level test

At least 5 correct answers out of 6. Up to 3 attempts a day.

## 04 Claim and share

Download your certificate and its verification link. Public portfolio sharing is optional.

RDMI certificates are not accredited qualifications. No job or placement guarantee.

# Start with one useful task.

Free lessons. Practical starters.  
A little progress, on your schedule.



Scan to open the lessons

Start a free lesson



[rdmi-ai-workforce.netlify.app/learn](https://rdmi-ai-workforce.netlify.app/learn)

## What is free?

Lessons and starter files. External tools may need accounts and have their own usage limits or charges.

## What do I need?

A computer for the labs, internet access and time to practise. Lessons are available in English and Hindi.

## Do I need an account?

Guest lessons need no account. Accounts are for adults aged 18+. Keep a downloaded copy of guest work.

## What about classes and reviews?

Live sessions follow the published schedule. Mentor review has no guaranteed turnaround; employment is not guaranteed.