> **Note:** This document serves as a guide; it clearly describes the desired outcomes or deliverables of the service to be procured.

BUSINESS UNIT: Corporate Services

SUB-UNIT:

Part A | TRAINING INFORMATION	
Training Programme:	Artificial Intelligence Workshop
Description of the Training:	Artificial Intelligence Workshop
Course Accreditation: YES | NO *(If YES, Service Provider should attach Proof of Accreditation)*	No
Date(s) of the Training:	TBC
Duration of Course: *(No. of days)*	1 day
Number of Attendees: *(Attach name list)*	30
Is the Course Aligned to the Current Training Plan: YES | NO *(If NO, attach approved memo)*	No

Part B | TRAINING CONTENT AND EXPECTATIONS	
Course Objectives	**Expected Outcome**
The objective of the course: 1. A foundational understanding of Artificial Intelligence and its relevance to government operations. 2. The strategic advantages of AI in improving service delivery, operational efficiency, and data-driven decision-making. 3. Potential disadvantages and risks, including ethical considerations, governance challenges, and socio-economic impacts. 4. Case studies or practical examples applicable to the South African public sector. 5. Recommendations for responsible and inclusive adoption of AI technologies.	At the end of the course, you will be able to: 1. Explain the foundational concepts of Artificial Intelligence (AI) and interpret their relevance within the context of government operations. 2. Analyse the strategic advantages of AI for enhancing public service delivery, operational efficiency, and evidence-based decision-making. 3. Evaluate potential disadvantages and risks of AI adoption, including ethical dilemmas, governance challenges, and socio-economic implications. 4. Assess real-world case studies and practical examples of AI use in the South African public sector, identifying success factors and lessons learned. 5. Formulate recommendations for the responsible, inclusive, and sustainable adoption of AI technologies in government.
Delivery Method: *(Face2Face or Online)*	Face2Face
Is the training programme done by a sole service provider? YES | NO *(If YES, attach a confirmation letter of sole provider)*	NO

Part C | ADDITIONAL INFORMATION			
No	**Item Description**	**Yes/No**	**No. of People**
1.	**Catering:** *(attach the full specification for catering including dietary requirements)*	No	
2	**Venues and Facilities:**	No	
3.	**Other** *(Specify)***:**		

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General Comments

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1. The service provider to attach proof of accreditation
2. The service provider must attach profile (CV and relevant qualification) of the facilitator
3. The service provider must provide valid work permits in a case where foreign nationals are facilitators
4. Course content