HUMCAP AI Academy – Foundation Series

AI Essentials for Humanitarian Professionals

A Practical Introduction to Using Artificial Intelligence Responsibly Across Humanitarian Programmes and Operations

1. Course Title

AI Essentials for Humanitarian Professionals

A practical introduction to using Artificial Intelligence responsibly across humanitarian programmes and operations

2. Course Description

Artificial Intelligence is transforming the way humanitarian organisations access information, develop programmes, manage knowledge and support operational decision-making. However, adopting AI effectively requires more than learning how to use individual tools. It requires understanding where AI adds value, where professional judgement remains essential, and how to integrate AI responsibly into everyday humanitarian work.

This practical course introduces participants to the rapidly evolving AI ecosystem through the lens of humanitarian practice. Rather than focusing on technology alone, it demonstrates how AI can support common professional tasks such as programme management, proposal development, reporting, policy drafting, MEAL, communications and organisational learning.

Throughout the course, participants explore practical applications, learn how to obtain better results from AI, understand the limitations and risks of AI-generated content, and develop the foundations for responsible, ethical and professionally accountable AI adoption.

3. Learning Objectives

By the end of the course participants will be able to:

- understand how AI is changing humanitarian work and the role of professional judgement;
- identify appropriate AI applications across common humanitarian functions;
- select appropriate AI tools for different professional tasks;
- communicate effectively with AI to obtain higher-quality outputs;
- critically review and validate AI-generated content before professional use;
- recognise key risks relating to confidentiality, copyright, bias and hallucinations;
- apply responsible AI principles within humanitarian organisations.

4. Target Audience

Designed for staff across international NGOs, UN agencies and humanitarian organisations, including Programme Managers, MEAL staff, Grants Officers, Technical Advisors, HR, Operations, Logistics, Communications and Country Office staff beginning to integrate AI into their daily work.

5. Course Programme

The course is organised into four practical modules.

Module 1 – Understanding AI in Humanitarian Work

Participants explore how Artificial Intelligence is transforming humanitarian organisations and how professional roles are evolving. The module introduces the AI ecosystem, clarifies common misconceptions and demonstrates why professional judgement becomes even more important as AI becomes part of everyday humanitarian work.

Module 2 – Choosing the Right AI Tool for the Job

This module introduces a practical framework for selecting appropriate AI tools according to specific humanitarian tasks rather than individual products. Through realistic examples, participants discover how AI can support programme management, emergency response, proposal development, policies, communications, HR, logistics and knowledge management.

Module 3 – Getting Better Results from AI

Participants learn how to interact effectively with AI by defining clear objectives, providing meaningful context and refining outputs through structured dialogue. Practical demonstrations show how better inputs lead to better results while reinforcing the importance of critical review and professional validation.

Module 4 – Responsible Professional Use of AI

The final module focuses on the responsible integration of AI into humanitarian organisations. It examines confidentiality, copyright, plagiarism, hallucinations, bias and organisational accountability, providing participants with a practical workflow for using AI safely, ethically and professionally.

6. Methodology

Interactive live online training combining demonstrations, humanitarian case studies, facilitated discussions and practical exercises. Participants work through realistic humanitarian tasks using AI while applying structured review and validation techniques.

7. Duration

4 hours

Delivered live online via Zoom.

8. Pre-requisites

No previous AI experience required. Participants should have basic experience working in humanitarian or development organisations.

9. Materials Included

- Course handbook
- AI tool selection guide
- HUMCAP Professional AI Workflow
- Practical prompt guide

- Responsible AI checklist
- AI task-to-tool matrix
- Practical exercises and reference resources
- Certificate of Completion