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### PROPOSAL

# AI Training for Nonprofits

## Building AI Literacy, Productivity, and Responsible AI Adoption

Helping nonprofit teams use AI responsibly to save time, improve quality, and increase mission impact

Prepared by Digital For Africa Limited

Kenya and Africa [Year 2026]

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# 1. Executive Summary

Nonprofit organizations across Kenya and Africa are being asked to deliver more impact with limited teams, tighter funding conditions, heavier reporting expectations, and increasing communication demands. Artificial intelligence can help nonprofit teams reduce repetitive work, strengthen writing and analysis, improve donor and stakeholder communication, accelerate research, and improve the consistency of reports, proposals, board papers, and programme documentation. However, these benefits only become real when staff know how to use AI safely, responsibly, and practically in their day-to-day work.

Digital4Africa is well placed to support this transition. As a Nairobi-based digital solutions, training, and AI automation company, we combine practical AI training experience with deep understanding of communications, web systems, digital strategy, data analytics, automation, and workplace productivity. Our approach helps teams move from AI curiosity to disciplined adoption: clear use cases, reusable prompt templates, responsible AI safeguards, workflow redesign, and post-training support that connects learning to mission impact.

## Core promise

Digital4Africa helps nonprofit teams move from basic AI awareness to practical, responsible AI use in real workplace tasks - with clear safeguards for confidentiality, human review, data privacy, and quality control.

# 2. About Digital4Africa

Digital4Africa is a Nairobi-based digital solutions, training, and AI automation company helping organizations grow through technology, marketing, analytics, web systems, and practical skills development. We work with teams that need technology to produce measurable business and mission outcomes - not just theoretical knowledge.

### AI training and workflow adoption

Practical training that equips staff to use AI tools for writing, research, communication, reporting, productivity, and automation.

### Digital strategy and communications

Support for organizations that need stronger websites, content, campaigns, donor visibility, stakeholder engagement, and digital growth.

### Data analytics and reporting

Dashboards, analytics training, reporting systems, and practical data interpretation for decision-making and impact communication.

### Web systems and automation

Website design, support, integrations, content systems, and automation workflows that reduce manual work and improve consistency.

## Relevant strengths for nonprofit clients

- Practical AI training experience for African organizations and professional teams.
- Strong understanding of nonprofit, advocacy, education, legal, and professional-service environments.
- Ability to train multi-country and multilingual teams, including English, French, and Portuguese-speaking participants.
- Hands-on facilitation using real workplace examples rather than generic AI theory.
- Ability to support post-training adoption through templates, prompt libraries, workflow mapping, automation support, and consulting.

## 3. Why AI Matters for Nonprofits

Nonprofits are mission-driven, but many operate under structural pressure: lean teams, high accountability requirements, donor reporting demands, recurring proposal cycles, multilingual communication needs, and constant documentation. AI can become a practical assistant for reducing routine workload and improving quality, provided teams are trained to apply it responsibly.

### Common nonprofit pressure points

Pressure Point	Why It Matters
Limited staff capacity	Small teams handle programme delivery, reporting, communication, administration, and partner engagement simultaneously.
High reporting expectations	Donors and boards require timely, accurate, well-structured reports, summaries, and evidence of impact.
Grant and proposal workload	Concept notes, grant applications, budgets, narratives, and revisions often require multiple rounds of drafting.
Repetitive administration	Meeting notes, emails, travel coordination, policy drafts, documentation, and knowledge retrieval consume valuable staff time.
Multilingual communication	Regional programmes may need communication support across English, French, Portuguese, and local-language contexts.
Sensitive data	Beneficiary, donor, staff, and programme data require confidentiality, careful tool selection, and human oversight.

## How AI can support mission work

- Draft and improve reports, concept notes, proposals, board papers, email updates, and donor communication.
- Summarize long documents, meeting transcripts, research papers, policies, survey responses, and partner updates.
- Create reusable prompt templates for recurring tasks such as monthly reporting, stakeholder briefs, and programme summaries.
- Support research, source checking, context gathering, translation drafts, content planning, and knowledge management.
- Identify workflow automation opportunities that reduce manual follow-up, repetitive formatting, and document preparation.

### Source-informed framing

UNESCO emphasizes human-centered, ethical AI competence; Microsoft and Google provide nonprofit-focused AI resources; and OpenAI has introduced nonprofit access initiatives. The common message is clear: **AI training should combine productivity, practical skills, responsible use, and organizational readiness.**

## 4. Training Objectives

Objective	What Participants Will Gain
<b>Build AI literacy</b>	Help staff understand what AI can and cannot do, where it adds value, and where human judgment remains essential.
<b>Improve daily productivity</b>	Equip staff to use AI for writing, research, summarization, planning, communication, and document review.
<b>Strengthen quality and consistency</b>	Support better structure, tone, evidence use, and consistency in reports, proposals, donor updates, and internal documents.
<b>Create reusable assets</b>	Develop prompt templates, workflow checklists, and practical examples that staff can continue using after training.
<b>Identify automation opportunities</b>	Map repetitive workflows that can be improved through AI-assisted tools, forms, spreadsheets, CRM, email, or workflow automation platforms.
<b>Promote responsible adoption</b>	Embed confidentiality, data protection, source verification, human review, bias awareness, and internal AI usage guidance.

## 5. Target Participants

The programme is designed for nonprofit staff, managers, and governance teams who produce knowledge work, reports, proposals, communications, analysis, or operational documentation.

<b>Executive Directors and Senior Managers</b> AI awareness, governance, productivity strategy, risk management, adoption roadmap.	<b>Programme Officers and Project Teams</b> Programme summaries, field reports, concept notes, partner updates, work planning.
<b>Communications and Advocacy Teams</b> Content calendars, campaign drafts, storytelling, social media, stakeholder briefs.	<b>Fundraising and Partnerships Teams</b> Grant writing, donor communication, proposal review, prospect research, impact narratives.
<b>Monitoring, Evaluation, Research and Learning</b> Survey summaries, learning briefs, evidence synthesis, impact reporting, data interpretation.	<b>Finance, Admin, HR and Operations</b> Policy drafts, meeting notes, SOPs, email templates, workflow documentation, internal support.
<b>Board and Governance Teams</b> Board papers, risk awareness, governance principles, AI policy and oversight considerations.	

## 6. Proposed Training Programme

The proposed programme can be delivered as a compact executive session, a **two-to-four-day** practical training, or a four-to-eight-week adoption programme. The following six-module structure provides a comprehensive pathway from AI literacy to practical adoption and responsible use.

Module	Purpose	Key Topics	Practical Exercise	Participant Output
<b>1. AI Literacy for Nonprofit Work</b>	Build shared understanding of AI and identify practical nonprofit use cases.	What AI is and is not; strengths and limitations; nonprofit workflows; tool categories; when not to use AI.	Use AI to summarize a programme update and draft a professional stakeholder email.	Personal AI use-case list and confidence baseline.
<b>2. Prompt Engineering for Better Outputs</b>	Help participants get reliable, structured, and useful outputs from AI tools.	Role-context-task-format-constraints; iterative prompting; examples; prompt troubleshooting; tone and audience control.	Rewrite a weak prompt into a strong reusable prompt for reports, emails, and proposals.	Reusable prompt templates for each participant role.
<b>3. AI for Research, Grant Writing, Reports, and Donor Communication</b>	Apply AI to high-value nonprofit writing and research tasks.	Concept notes; grant narratives; donor reports; board papers; research summaries; source verification; editing workflows.	Analyze a sample donor requirement and draft a concept note introduction, scope, and impact narrative.	Draft donor communication or proposal section with review checklist.
<b>4. AI for Productivity, Workflow Automation, and Knowledge Management</b>	Reduce repetitive work and improve access to institutional knowledge.	Meeting notes; task lists; email workflows; document repositories; internal knowledge bases; workflow automation opportunities.	Compare a manual workflow with an AI-assisted workflow and redesign one repetitive process.	Departmental AI workflow map.
<b>5. AI for Monitoring, Evaluation, Learning, and Impact Reporting</b>	Support MEL teams to summarize evidence and communicate impact more clearly.	Survey summaries; qualitative coding support; indicator narratives; learning briefs; dashboard commentary; impact storytelling.	Turn sample survey responses or field notes into themes, insights, and recommendations.	MEL prompt set and impact reporting outline.
<b>6. Responsible AI, Data Privacy, Ethics, and Internal AI Usage Guidelines</b>	Enable safe, ethical, and organization-wide adoption.	Confidentiality; sensitive data; bias; hallucinations; human review; copyright; tool permissions; internal usage policy.	Review AI-generated content for errors and draft a responsible AI usage checklist.	Responsible AI checklist and starter internal AI usage policy.

## 7. Practical AI Use Cases for Nonprofits

Nonprofit Function	Common Challenge	AI Use Case	Expected Benefit
<b>Grant writing</b>	Complex application requirements and tight deadlines	Analyze donor requirements, outline proposal sections, draft narratives, improve clarity	Faster first drafts and stronger structure
<b>Donor reports</b>	Time-consuming reporting and inconsistent tone	Summarize activities, draft narrative sections, create executive summaries	More consistent donor communication
<b>Concept notes</b>	Teams need quick, persuasive programme ideas	Generate outlines, refine problem statements, map activities to outcomes	Better early-stage proposal development
<b>Board papers</b>	Senior teams need concise decision briefs	Convert long updates into board-ready summaries and decision points	Clearer governance communication
<b>Programme summaries</b>	Field teams produce scattered updates	Turn notes into structured progress summaries	Better institutional documentation
<b>Social media content</b>	Limited communications capacity	Draft posts, captions, campaign calendars, and content variants	More regular and targeted communication
<b>Email communication</b>	Staff repeat similar responses	Create reusable email templates for donors, partners, participants, and suppliers	Reduced writing time and improved tone
<b>Research summaries</b>	Long reports and policy papers are hard to digest	Summarize sources, extract themes, compare perspectives	Faster knowledge capture
<b>Survey analysis</b>	Qualitative feedback is time-consuming to interpret	Cluster responses into themes and draft recommendations	Faster learning loops
<b>Meeting notes</b>	Action points get lost	Summarize transcripts and extract decisions, actions, owners, and deadlines	Better follow-through
<b>Translation support</b>	Multi-country teams need multilingual communication	Prepare draft translations and cross-language summaries for human review	Improved regional coordination
<b>Budget narrative support</b>	Finance and programme narratives may be inconsistent	Draft explanations that link budget lines to programme outcomes	Clearer donor submissions
<b>Impact storytelling</b>	Data and stories are not always packaged well	Transform activities and results into human-centered impact narratives	Stronger fundraising and advocacy
<b>Knowledge-base creation</b>	Institutional knowledge is scattered	Turn documents and FAQs into searchable guidance and internal reference materials	Better onboarding and continuity
<b>Workflow automation</b>	Manual follow-up and document preparation	Identify repetitive steps for automation with forms, sheets, emails, and AI-assisted tools	Reduced administrative workload

## 8. Case Studies and Relevant Experience

The following examples are included carefully and without overstating results. They show Digital4Africa's relevant experience in practical training, multi-country delivery, professional-service support, and AI-related workplace adoption.

Client / Organization	Context	Digital4Africa's Role	Relevance to Nonprofit AI Adoption	Key Lessons
<b>Van Woustraat Trust</b>	A nonprofit-focused professional setting with teams handling research, writing, communication, and administrative coordination.	Digital4Africa trained participants on AI for workplace productivity and professional excellence, including AI tools, prompt engineering, research, summarization, drafting, proposal writing, and responsible use.	This experience shows how nonprofit teams can be introduced to AI in a practical way that supports daily productivity, better documents, reusable prompt templates, and safer AI use.	Start with real workplace documents; train for repeatable workflows; emphasize responsible use and human review.
<b>African Early Childhood Network (AfECN)</b>	A pan-African nonprofit network with staff and participants from different African countries, including English-speaking, French-speaking, and Portuguese-speaking regions.	Digital4Africa delivered practical digital and AI-related training across modules covering multimedia content, crisis communication, donor and stakeholder communication, analytics and impact measurement, online safety, and making full use of AI.	This demonstrates Digital4Africa's ability to train multicultural and multilingual nonprofit teams, with relevance to advocacy, donor engagement, reporting, analytics, online safety, and AI adoption.	Multilingual support improves access; nonprofit examples increase relevance; analytics, communication, and AI skills reinforce each other.
<b>ALN Ecosystem</b>	A knowledge-intensive professional-services ecosystem requiring high standards of digital communication, research, writing, governance, and credibility.	Digital4Africa has supported ALN Africa and related ALN digital initiatives for over five years, including work connected to ALN Academy, Adili Africa, Anjarwalla Collins & Haidermota, and Anjarwalla & Khanna. Digital4Africa has also supported AI tool use in the legal profession.	This provides evidence of long-term trust, high-level professional delivery, and practical experience helping knowledge teams apply AI for research, drafting, productivity, knowledge management, and responsible professional use.	AI adoption works best when aligned with professional standards, confidentiality, quality assurance, and long-term digital capability.

## 9. Training Methodology

Digital4Africa's training approach is intentionally practical, participatory, and implementation-focused. Each session combines short explanations with live demonstrations, structured exercises, guided practice, reflection, and role-based templates that participants can reuse.

Method	How It Works
<b>Live demonstrations</b>	Trainers show AI workflows using realistic nonprofit tasks such as donor reporting, concept notes, and programme summaries.
<b>Hands-on exercises</b>	Participants practise with their own role-based tasks, sample nonprofit documents, or approved internal examples.
<b>Prompt-building activities</b>	Teams build reusable prompts for recurring work such as emails, reports, proposals, meeting notes, and summaries.
<b>Before-and-after workflow comparisons</b>	Participants compare manual processes with AI-assisted workflows to identify time-saving opportunities.
<b>Group discussions</b>	Teams reflect on risks, quality assurance, confidentiality, policy needs, and departmental adoption barriers.
<b>Practical assignments</b>	Between sessions, participants test AI workflows and return with lessons, questions, and improved templates.
<b>Feedback and reflection</b>	Sessions include feedback loops to improve confidence, relevance, and adoption beyond the training room.

## 10. Tools to Be Demonstrated

The final tool selection will be customized based on the nonprofit's budget, data privacy requirements, licenses, and existing technology stack. Demonstrations may include free, paid, and enterprise-grade options so participants understand both practical capability and governance implications.

Tool Category	Examples	Potential Nonprofit Use
<b>General AI assistants</b>	ChatGPT, Gemini, Claude, Microsoft Copilot	Writing, summarization, ideation, editing, planning, research preparation, document improvement.
<b>Research and source-backed discovery</b>	Perplexity, Google Gemini, NotebookLM	Research summaries, source comparison, long-document analysis, knowledge synthesis.
<b>Document and productivity workflows</b>	Google Workspace AI tools, Microsoft 365 Copilot, spreadsheet/document AI workflows	Reports, emails, slides, spreadsheet commentary, meeting summaries, policy drafts.
<b>Content creation</b>	Canva AI and related design tools	Social content, campaign visuals, presentation drafts, event materials, advocacy graphics.
<b>Meeting and collaboration</b>	AI meeting note tools	Transcripts, action items, decisions, follow-up emails, project memory.
<b>Basic automation</b>	n8n, Zapier, Make, Google Sheets/App Script where relevant	Automated reminders, intake forms, reporting workflows, content operations, knowledge capture.

### Important governance note

Tool access and demonstrations should be aligned with each organization's policies. Sensitive beneficiary, donor, financial, HR, legal, or confidential programme data should not be uploaded into public AI tools unless the organization has approved the tool, data controls, and usage policy.

# 11. Responsible AI and Data Protection

Responsible AI is not an optional add-on for nonprofits. Many organizations handle sensitive information involving beneficiaries, donors, staff, partners, health, education, livelihoods, protection, safeguarding, or advocacy. The training therefore embeds safe use principles throughout the programme.

Safeguard	What It Means in Practice
<b>Confidentiality</b>	Do not place sensitive donor, beneficiary, HR, finance, legal, safeguarding, or unpublished strategy information into public AI tools without authorization.
<b>Human review</b>	AI outputs must be reviewed by a responsible staff member before use, especially in reports, proposals, public communication, or decisions affecting people.
<b>Bias awareness</b>	Participants learn to check outputs for stereotypes, incomplete assumptions, cultural bias, exclusion, or unfair framing.
<b>Misinformation checks</b>	Claims, figures, names, sources, quotes, and legal or policy references must be independently verified.
<b>Source verification</b>	AI should support research, not replace evidence review. Participants learn to ask for sources and check them directly.
<b>Copyright awareness</b>	Teams should avoid using AI to reproduce copyrighted material or publish content without appropriate review.
<b>Role-based permissions</b>	Organizations should decide which teams can use which tools, for which data categories, and under what approval rules.
<b>Safe experimentation</b>	Staff can experiment with low-risk, non-sensitive tasks first before moving to higher-value workflows under governance.
<b>Internal AI usage policy</b>	The organization should adopt simple guidelines covering acceptable use, prohibited data, review responsibilities, tool approval, and escalation.

## 12. Participant and Organizational Deliverables




The training is designed to leave the organization with reusable practical assets, not just slides. Deliverables can be customized to match the selected implementation option.

<b>Participant Deliverables</b>	<b>Organizational Deliverables</b>
<ul style="list-style-type: none"> <li>• Training slides.</li> <li>• AI prompt template pack.</li> <li>• Nonprofit AI use-case workbook.</li> <li>• grant/proposal writing prompt templates.</li> <li>• donor communication prompt templates.</li> <li>• reporting and summarization templates.</li> <li>• responsible AI checklist.</li> <li>• sample internal AI usage policy.</li> <li>• certificate of completion.</li> <li>• optional post-training support plan.</li> </ul>	<ul style="list-style-type: none"> <li>• AI adoption roadmap.</li> <li>• departmental AI use-case map.</li> <li>• recommended AI tools list.</li> <li>• workflow automation opportunities.</li> <li>• AI governance recommendations.</li> <li>• post-training implementation plan.</li> <li>• optional consulting support for automation and workflow redesign.</li> </ul>

## 13. Expected Outcomes

<p><b>Improved AI literacy</b> Staff understand AI capabilities, limitations, risks, and practical workplace applications.</p>	<p><b>Faster drafting and reporting</b> Teams produce first drafts, summaries, and structured reports more efficiently while keeping human review.</p>
<p><b>Better donor and stakeholder communication</b> Communication becomes clearer, more consistent, more timely, and better aligned to audience needs.</p>	<p><b>More consistent proposal and report quality</b> Templates and prompts help standardize tone, structure, completeness, and quality checks.</p>
<p><b>Reduced repetitive manual work</b> Teams identify processes where AI-assisted workflows or automation can save time.</p>	<p><b>Higher confidence using AI tools</b> Participants practise real tasks and leave with reusable assets, not just awareness.</p>
<p><b>Stronger responsible AI practices</b> Confidentiality, human review, source verification, and bias checks become part of everyday AI use.</p>	<p><b>Better internal adoption</b> Departments understand where AI fits, where it does not, and how to scale responsibly.</p>

# 14. Trainer Profiles

Trainer / Role	Relevant Expertise
 <p>Francis Waithaka CEO and Lead Trainer</p>	<p>Francis is a senior trainer and digital transformation consultant with over 24 years of experience in information technology, digital strategy, digital marketing, CRM, data analytics, and organizational training. He has worked with corporate, SME, professional-service, and nonprofit teams across East Africa. For this programme, Francis leads the strategic AI adoption, leadership awareness, productivity, communication, and business-impact components.</p>
 <p>Brian Wamiori Co-founder / Tech Lead / AI Consultant</p>	<p>Brian is a technology entrepreneur, AI consultant, and digital product specialist with 17+ years of experience in web systems, UX/UI, automation, AI tools, and digital product innovation. He supports the technical depth of the programme, including AI workflows, automation opportunities, tool selection, secure implementation, and responsible AI use in knowledge-intensive environments.</p>
 <p>Caleb Mwenga Content, Operations and Digital Marketing Trainer</p>	<p>Caleb supports practical training in content strategy, digital marketing, SEO, communications, prompt engineering, and AI-assisted content workflows. He brings strong experience translating digital tools into usable workplace systems for communication, content, reporting, and operational productivity.</p>
<p>Extended Digital4Africa Support Team and Tech Developers</p>	<p>Where required, Digital4Africa may draw on specialists in data analytics, Power BI, dashboards, WordPress/web systems, online safety, and data protection to support specific nonprofit needs such as monitoring and evaluation, website content workflows, donor dashboards, and secure digital operations.</p>

# 15. Implementation Options

Option	Best Suited For	Duration	Focus	Deliverables
Option 1: Executive AI Awareness Session	Executive Directors, senior managers, board members, departmental heads	2 to 3 hours	AI opportunity, risks, governance, leadership alignment, organizational readiness, priority use cases	Executive briefing deck, AI opportunity map, responsible AI leadership checklist
Option 2: Practical Staff AI Training	Programme, communications, fundraising, MEL, operations, finance, HR, and admin teams	2 to 4 days	Hands-on AI use for writing, research, reports, proposals, donor communication, prompt engineering, productivity, and safe use	Training slides, prompt packs, use-case workbook, exercises, certificate of completion
Option 3: AI Adoption and Workflow Automation Programme	Organizations ready to move beyond training into implementation	4 to 8 weeks	Departmental workflow mapping, tool selection, use-case prioritization, pilot workflows, internal policy, automation opportunities	AI adoption roadmap, departmental use-case map, governance recommendations, implementation plan, optional automation support

## 16. Investment / Pricing

The investment will depend on training format, number of participants, level of customization, delivery mode, and post-training support required. Amounts below are intentionally editable placeholders.

Cost Item	Description	Amount
<b>Training design and customization</b>	Needs assessment, adaptation of nonprofit examples, role-based exercises, pre-training planning	KES / USD [Insert Amount]
<b>Live training delivery</b>	Facilitation by Digital4Africa trainers, demonstrations, guided exercises, Q&A, feedback	KES / USD [Insert Amount]
<b>Training materials</b>	Editable slides, participant workbook, use-case examples, reference materials	KES / USD [Insert Amount]
<b>Prompt templates</b>	Grant writing, donor communication, reporting, summarization, meetings, research, content workflows	KES / USD [Insert Amount]
<b>Certificates</b>	Digital4Africa certificates of completion for participants	KES / USD [Insert Amount]
<b>Post-training support</b>	Optional office hours, implementation check-ins, prompt refinement, adoption support	KES / USD [Insert Amount]
<b>Optional automation consulting</b>	Workflow mapping, tool configuration advisory, automation opportunities, implementation support	KES / USD [Insert Amount]

### Pricing note

A final quotation can be provided after a short discovery call to confirm participant numbers, departments, format, delivery dates, and preferred implementation option.

## 17. Why Digital4Africa

Reason	What It Means for the Client
African context	We understand the operating realities of organizations in Kenya and Africa, including resource constraints, multilingual teams, donor expectations, and practical technology adoption challenges.
Practical training approach	Our sessions are built around real work: proposals, reports, emails, board papers, research, donor communication, and operational workflows.
Proven training experience	Digital4Africa has trained and supported teams across different sectors and is experienced in turning digital tools into workplace capability.
AI and digital transformation expertise	We combine AI literacy with digital strategy, communications, analytics, automation, and web systems, making adoption more practical and sustainable.
Experience with nonprofit and professional-service organizations	Our experience with Van Woustraat Trust, AfECN, and the ALN ecosystem gives us strong grounding in mission-driven, knowledge-intensive, and high-trust environments.
Multilingual and regional training exposure	We have experience supporting multi-country training contexts, including participants from English, French, and Portuguese-speaking regions.
Beyond training	We can support organizations after the workshop through prompt libraries, adoption plans, tool recommendations, workflow automation, and consulting.

## 18. Client Reviews:

W

**Wanjeri Mbugua**  
1 review • 0 photos

★★★★★ 4 weeks ago

I found this class incredibly insightful. It's shaping how I approach my current and next phase—where I'm intentionally integrating AI into my day-to-day work. Across tools like Google AI Studio, Google Labs, NotebookLM, and n8n, I'm building workflows that support automation, documentation, and strategy review. What's becoming clear is that AI is most powerful when used as a thinking partner—helping structure ideas, improve execution, and move faster with clarity. Looking forward to the mentorship.

**Quincy Barasa**

1 review • 0 photos



★★★★★ 5 weeks ago

Brian and Zack delivered an excellent AI Masterclass! clear, engaging, and highly practical. They simplified complex concepts, shared real-world applications, and kept the sessions interactive throughout. I walked away with valuable insights one can apply immediately.

## 19. Way Forward

1. Discovery call to understand the organization's departments, priorities, existing tools, and AI readiness.
2. Identify participating departments, participant numbers, roles, and expected outcomes.
3. Customize training examples using approved nonprofit scenarios, documents, and workflows.
4. Confirm training dates, format, delivery mode, tools, and data privacy requirements.
5. Deliver training using practical demonstrations, exercises, and guided application.
6. Provide materials, prompt templates, responsible AI checklist, and adoption support recommendations.

### **Recommended immediate action**

Schedule a 30- to 45-minute discovery call with Digital4Africa to agree on training objectives, priority departments, preferred format, and the level of post-training implementation support required.

## 19. Contact Details



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