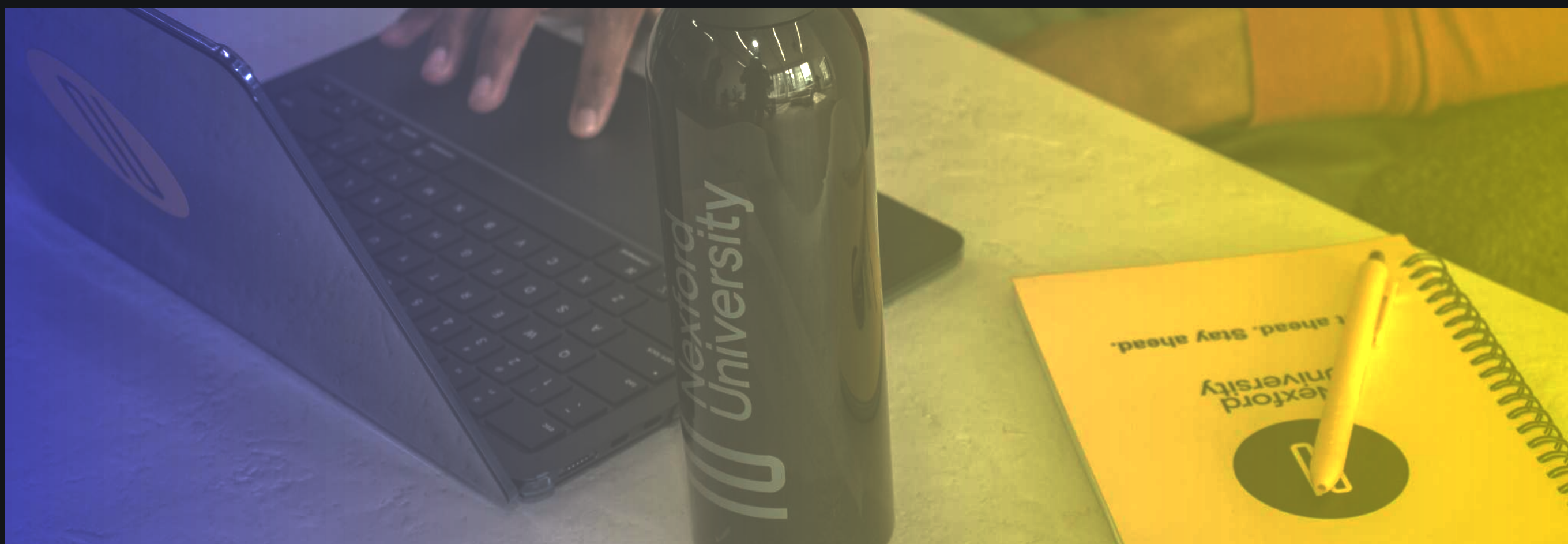


FOR THE PROFESSIONAL WHO SEES THE GAP BEFORE THEIR COMPANY DOES

The job title your company hasn't posted yet.

A practical field guide to becoming the AI Translator.

WHAT'S INSIDE · WHAT AI TRANSLATORS DO AT WORK · MATURITY LADDER · SELF-ASSESSMENT · SIX-
SKILL STACK · USE CASES BY FUNCTION · PROMPT LIBRARY · PORTFOLIO MINI-PROJECTS · 30-DAY
ACTION PLAN



01 · THE PROBLEM WORTH SOLVING

Your company bought AI. Almost no one can run it.

88% of employees now use AI at work. Most use it the way they use Google: type a question, skim the result, move on. Only 5% are using AI in ways that actually transform how they work. Companies are leaving up to 40% of potential productivity gains on the table because of it.

The problem is not the tools. The tools are ready. The problem is the person in the middle. Someone has to sit between what an AI system produces and what the business actually needs to do. Someone has to question the output, connect it to the real workflow, explain it in plain language to leadership, and turn it into a decision the team can act on.

That person is the AI Translator. And the market is now pricing this gap directly: workers with demonstrated AI skills earn a 56% wage premium over same-role peers without them. That premium doubled in a single year.

"Insufficient worker skills rank as the top obstacle to integrating AI into existing workflows. Not technology. Not budget. Not leadership skepticism."

DELOITTE STATE OF AI IN THE ENTERPRISE 2026 · SURVEY OF 3,200 LEADERS

88%

of employees use AI at work. Only 5% use it in ways that actually change how work gets done.

EY WORK REIMAGINED SURVEY 2025 · 15,000 EMPLOYEES, 29 COUNTRIES

56%

wage premium for workers with AI skills vs. same-role peers. Doubled from 25% in one year.

PWC AI JOBS BAROMETER 2025



02 · WHAT THEY ACTUALLY DO

Same problem. Two completely different responses.

The AI Translator is not the engineer. Not the executive. They are the business professional who understands AI outputs, connects them to real workflows, and turns them into decisions stakeholders can act on.

BUSINESS PROBLEM	WHAT MOST PEOPLE DO	WHAT AN AI TRANSLATOR DOES	BUSINESS OUTCOME
Monthly reporting takes 6 hours per week	Download data, reformat manually, paste into slides	Build a reusable AI prompt to clean, categorize, and summarize data. Document the process so anyone can run it.	6 hours cut to 45 minutes. Repeatable every month.
Leadership wants an AI strategy by Q3	Search for AI articles, forward to manager	Map the top 3 business pain points to specific AI tools. Write a one-page brief with a recommended first step and two risk flags.	Decision-ready roadmap. Leadership aligned on where to start.
A new AI tool is being evaluated	Attend vendor demo, give thumbs up or down	Build a risk checklist: data privacy, accuracy limits, compliance. Test against one real workflow before recommending.	Buy or no-buy decision backed by evidence, not demos.
Marketing copy is inconsistent across the team	Give everyone a style guide, review drafts manually	Build a prompt template that encodes the brand voice. Train two team members. Document output quality standards.	Consistent output. Manager freed from the review bottleneck.
A competitor just launched an AI feature	Read the press release, post in Slack, move on	Analyze the feature, its target users, and what it signals about competitor roadmap. Write a brief for the product team.	Competitive intelligence turned into a product decision in 24 hours.



03 · ARE YOU ALREADY DOING THIS?

Seven questions. Answer honestly.

Check every statement that currently applies to you at work. Most Nexford AI learners scored between 3 and 6 before they enrolled.

Q1

You have been the person who had to explain what an AI output actually means to a colleague or manager.

Q3

You know when to trust AI output and when to question it, even if you cannot fully explain why the model said what it did.

Q5

You have caught yourself thinking "AI could do this faster" while working through a repetitive or data-heavy task.

Q7

AI upskilling content online feels either too technical for your role or too shallow to be genuinely useful at work.

Q2

You have used AI to help analyze data, draft something, or support a decision, and it changed how you worked.

Q4

Your team or company has adopted AI tools, but most people are not using them to their real potential.

Q6

You feel ahead of your peers on AI at work, but you do not have a credential or formal structure to back that up.

YOUR SCORE

5 to 7:

You are already operating in AI Translator territory. What you need is structure, formal skills, and a credential behind the instincts you already have.

2 to 4:

You are aware and building. Starting now means you arrive before most peers see the gap.

0 to 1:

You are reading this guide. That is the first move.

04 · WHERE ARE YOU ON THE LADDER?

Four levels. Most professionals stop at two.

The gap at level three is where the opportunity lives.

This is not a technical ladder. You do not need to code to reach level three or four. These levels reflect how you think about AI, how you use it, and how much of the business you can actually move because of it.

LEVEL 01 AI User Uses AI reactively. Prompts ChatGPT when stuck. Treats it like a smarter search engine. - Writes one-off prompts for tasks - No system, no documentation - Cannot explain outputs to others - Still doing manual workarounds MOST EMPLOYEES ARE HERE	LEVEL 02 AI Operator Uses AI regularly for specific, repeatable tasks. Has go-to tools. Saves personal time. - Uses AI daily for defined tasks - Builds personal prompt shortcuts - Improves individual output quality - Still working in isolation POWER USERS LIVE HERE	LEVEL 03 AI Translator Uses AI to solve business problems. Bridges outputs and decisions. Teaches others. - Audits team workflows for AI use - Explains AI outputs to stakeholders - Flags risks before they cause problems - Turns AI findings into business action THE GAP COMPANIES NEED FILLED	LEVEL 04 AI Transformation Lead Designs AI adoption across departments. Sets policy. Manages governance. Drives culture change. - Owns the AI roadmap for an org - Sets guardrails and governance - Sits at intersection of strategy and AI - Reports to C-suite on AI outcomes WHERE THE LEVEL 03 PATH LEADS
--	--	---	--



Most companies have plenty of AI Users and some AI Operators. What they are missing is the AI Translator. The person who can take what the tool produced and turn it into something the business can actually move on. LinkedIn data shows a 70% year-over-year increase in job postings requiring this kind of AI literacy, without requiring engineering skills.

These are not the skills to *build* AI. They are the skills to *run it* for a business.

SKILL 01

Data Fluency

Reading model outputs critically. Knowing when a number is trustworthy and when it needs a second look.

"I flagged that the AI summary overstated Q2 growth by 12 points before it went to the board."

SKILL 02

Prompt Engineering

Directing AI with precision so the output is usable on the first pass. Building reusable prompt templates for teams.

"I built a prompt template the whole team now uses. Cut review rounds from four to one."

SKILL 03

Process Automation Logic

Identifying which workflows AI should touch and which still need a human judgment call. Knowing what to automate and what not to.

"I redesigned our intake workflow to cut six hours a week. Documented it so anyone can maintain it."

SKILL 04

AI Ethics and Governance

Understanding where guardrails need to go before compliance asks why they are missing. Identifying bias, privacy, and accuracy risks.

"I flagged a privacy risk in our new AI tool before it touched customer data. Legal signed off on the guardrails we built."

SKILL 05

Cloud and Tool Literacy

Speaking the language of AI platforms fluently enough to direct implementation without being talked over.

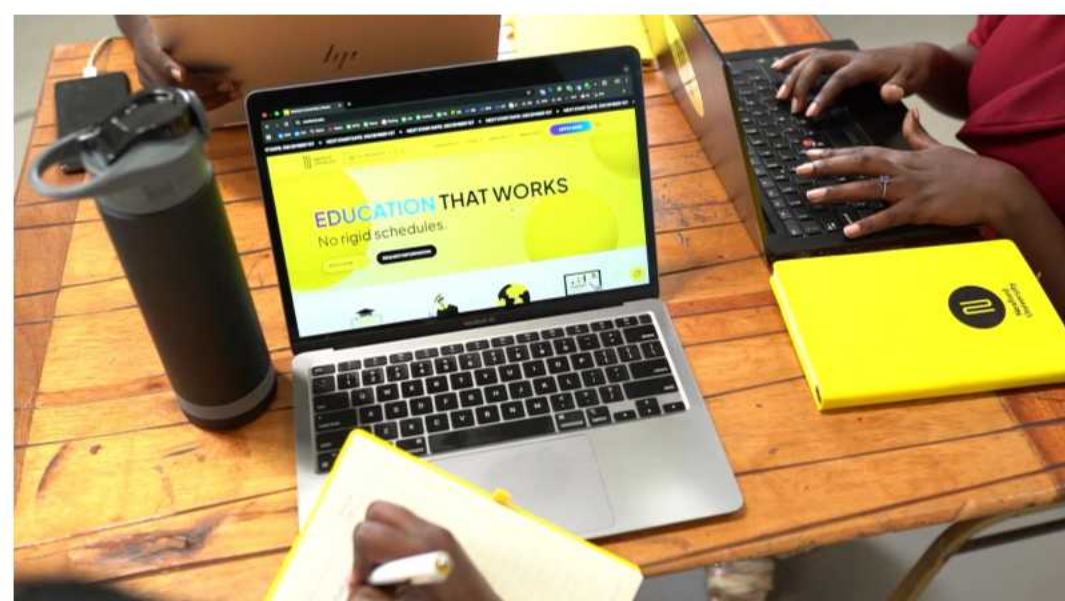
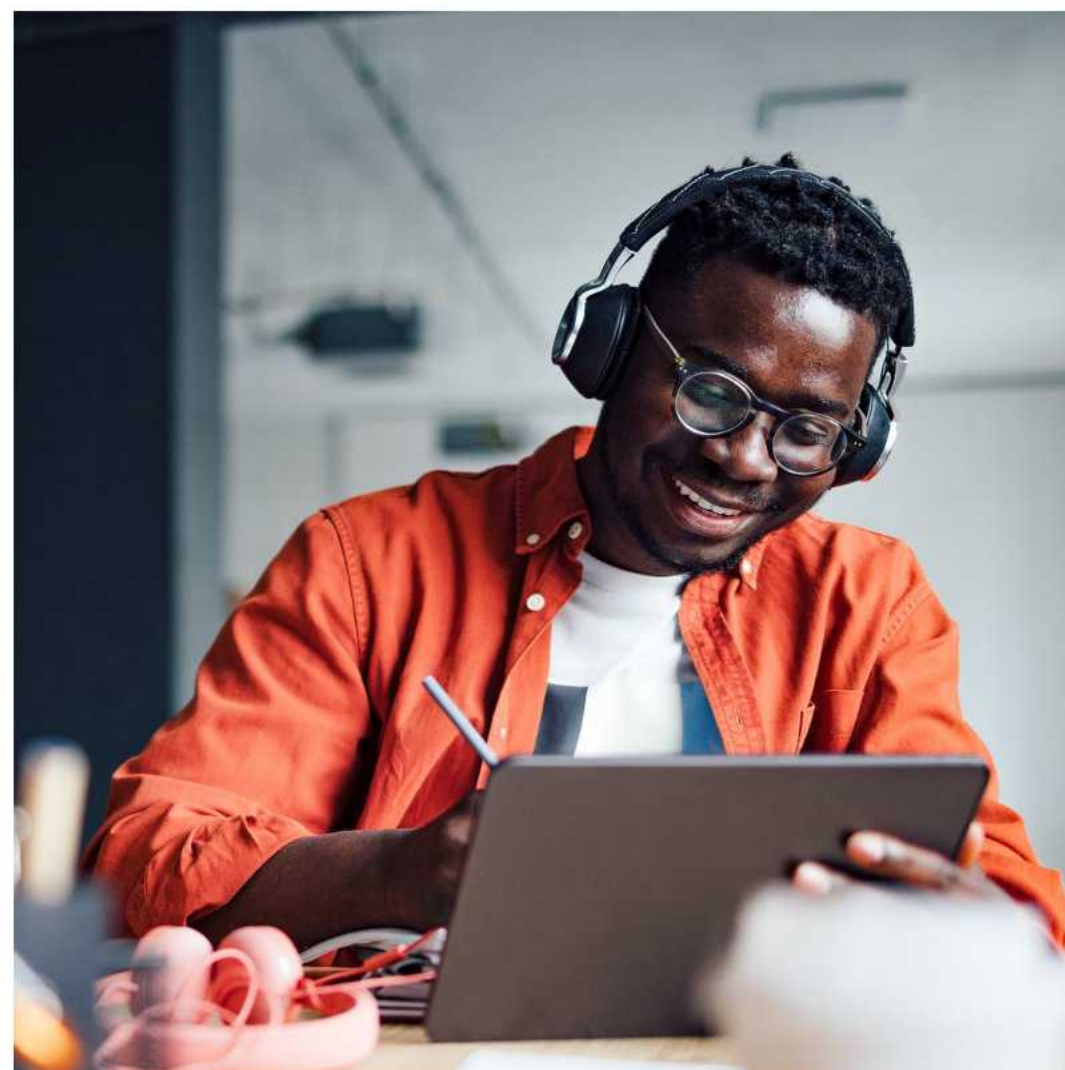
"I can scope an AI project's infrastructure needs with the IT team without knowing how to build it myself."

SKILL 06

Business Translation

Turning a model output into a recommendation a CFO, VP, or board member will act on. Writing the brief that moves the decision forward.

"I presented our AI pilot findings in five minutes. No slides about algorithms. Just: what we learned, what it means, what I recommend."



06 · AI TRANSLATOR IN EVERY FUNCTION

This is not a tech job. It shows up in every department.

Below is what AI Translation looks like across different business functions. These are the kinds of tasks Nexford learners report using AI for at work right now.



FUNCTION	AI TRANSLATOR TASK	WHAT THEY DO SPECIFICALLY	WHAT THE BUSINESS GETS
MARKETING	Build a content prompt library; audit campaign performance with AI; analyze audience segments faster	Encode brand voice into reusable prompts. Test three content variants with AI before briefing a writer. Pull patterns from campaign data.	Faster iteration, lower production cost, data-backed copy decisions
HR AND PEOPLE	Draft and refine job descriptions; summarize performance data; build onboarding frameworks	Use AI to screen job descriptions for bias before posting. Summarize 360 feedback themes. Build onboarding checklist from policy docs.	More inclusive hiring, faster onboarding, HR focused on decisions not drafting
FINANCE AND OPS	Automate monthly reporting; build AI-assisted dashboards; flag anomalies before review	Build a reusable prompt that formats and summarizes monthly P&L. Use AI to flag reporting anomalies before the CFO review.	Reporting time cut 60 to 80%. Fewer errors. Analyst time freed for higher-value work.
SALES	Personalize outreach at scale; analyze deal patterns; build objection-handling briefs	Build a prompt that generates personalized first-touch emails from CRM fields. Identify which deal characteristics predict close.	Higher response rates, faster pipeline, reps focused on conversations not admin
STRATEGY	Synthesize competitive intelligence; summarize research; build AI-assisted scenario models	Scan and summarize 20 competitor press releases in 30 minutes. Build a weekly strategic brief prompt. Run scenario planning with AI-generated assumptions.	Leadership briefed faster, better synthesis, strategy team focused on insight not aggregation

07 · PROMPT LIBRARY: CAREER GROWTH

Copy. Customize the [brackets]. Use immediately.

RESUME POSITIONING COPY AND CUSTOMIZE Use when: updating your resume to signal AI Translator skills Act as a career coach specializing in AI for business. I am a [JOB TITLE] with [X YEARS] experience in [INDUSTRY]. I want to reposition myself as someone who bridges AI and business strategy. Not as a coder. As someone who can direct AI tools, interpret outputs, and turn them into decisions. My current resume summary: [PASTE YOUR SUMMARY] Rewrite my summary in 3 to 4 sentences. Make it specific to what AI Translators do. Avoid words like "passionate" or "leverage." Keep it direct.	INTERVIEW PREPARATION COPY AND CUSTOMIZE Use when: preparing for a role that includes AI-related questions I have an interview for [ROLE] at a company in [INDUSTRY]. Help me prepare for AI-related questions. Generate 5 questions I am likely to get about AI at work. For each one, draft a concise answer that positions me as someone who translates AI into business outcomes. My relevant experience: [BRIEF DESCRIPTION] For each answer include: one specific example, one business outcome, and one sentence on how I think about AI risk or limitations.
LINKEDIN ABOUT SECTION COPY AND CUSTOMIZE Use when: refreshing LinkedIn to attract AI-adjacent opportunities Write a LinkedIn About section for me. I want to be known as someone who helps business teams adopt and benefit from AI, not as a technical AI builder. My role: [TITLE] My industry: [INDUSTRY] My AI-related work: [PROJECTS, TOOLS, OUTCOMES] Tone: [DIRECT / WARM / STRATEGIC] Under 250 words. Open with the problem I solve, not who I am. End with a call to action.	INTERNAL PROMOTION PITCH COPY AND CUSTOMIZE Use when: making the case for expanded AI responsibilities or a new title I want to pitch my manager on giving me expanded AI responsibilities. My current role: [TITLE] My manager's priorities: [DESCRIBE] AI work I have already done: [DESCRIBE, EVEN INFORMALLY] What I want: [NEW RESPONSIBILITY OR TITLE] Draft an email or talking-point summary under 300 words. Connect my existing work to what the business needs from someone managing AI adoption. Be specific. Do not oversell.

08 · PROMPT LIBRARY: WORKPLACE AI PROJECTS

Four prompts to start doing AI Translator work this week.

WORKFLOW AUDIT PROMPT

Use when: identifying where AI could save time or improve output in a team process

I want to audit a workflow for AI opportunities.

Workflow: [DESCRIBE STEP BY STEP: WHO DOES WHAT, HOW LONG IT TAKES, WHAT THE OUTPUT IS]

For each step, tell me:

- AI opportunity: High / Medium / Low / None
- Why: one sentence
- Suggested tool or approach
- Risk flag: data, accuracy, or compliance issue

Format as a table. No-code or low-code tools only. I am a business professional without engineering support.

EXECUTIVE AI BRIEF

Use when: briefing a manager or leader on how AI applies to your team

I need to brief [TITLE] on how AI could impact our team.

Company: [WHAT YOUR COMPANY DOES]
Our function: [DESCRIBE]
Current pain points: [LIST 2 TO 3]

Write a one-page executive brief with:

1. The AI opportunity in 2 to 3 sentences, business language only
2. Three specific use cases with expected benefit
3. One recommended first step in the next 30 days
4. Two honest risk flags

Under 400 words. For a non-technical reader.

AI PROJECT BUSINESS CASE

Use when: proposing an AI initiative to leadership or a budget holder

I want to propose an AI project to leadership.

Problem: [DESCRIBE THE BUSINESS PROBLEM]
Current process: [HOW IT IS DONE TODAY, TIME, PEOPLE, COST]
Proposed approach: [TOOL OR METHOD YOU WANT TO TEST]

Write a business case including:

- Problem statement (1 paragraph)
- Proposed solution (1 paragraph)
- Expected benefits, quantified where possible
- Risks and mitigations
- Resource requirements
- Success metrics

One page max. Business audience, not technical.

RISK AND GUARDRAILS REVIEW

Use when: evaluating an AI tool before your team rolls it out

I am evaluating [AI TOOL] for use in [DEPARTMENT].

Our industry: [INDUSTRY]
Data involved: [CUSTOMER / FINANCIAL / HR / OTHER]
Intended use: [HOW WE PLAN TO USE IT]

Build a risk review covering:

1. Data privacy risks
2. Accuracy and hallucination risks
3. Bias risks
4. Compliance considerations
5. Recommended guardrails for the team

Format as a checklist. Practical language, not legal. My team uses this before rollout.

09 · BUILD YOUR AI TRANSLATOR PORTFOLIO

Three mini-projects. Real deliverables. **Resume-ready work.**

You do not need a new job to start building AI Translator credibility. These projects use your current role as the case study. Each one produces a document you can share, reference in an interview, or add to a portfolio.

MINI-PROJECT 01

The Workflow Audit

Pick one repetitive task your team does weekly. Map it. Use the Workflow Audit Prompt from page 8 to identify AI opportunities. Test one improvement. Document the result.

STEP 01

Choose a workflow your team runs at least weekly

STEP 02

Map it: inputs, steps, who is involved, time spent, output produced

STEP 03

Run the Workflow Audit Prompt. Get the AI opportunity table.

STEP 04

Test AI on the top step. Document before vs. after: time, quality, risk.

Deliverable: One-page Workflow Audit Report with before/after comparison and recommendation

MINI-PROJECT 02

The Executive AI Brief

Choose one business challenge your company faces. Write a one-page brief and present it to at least one stakeholder.

STEP 01

Pick one real business problem, not a hypothetical

STEP 02

Research AI applications to this problem in your industry

STEP 03

Use the Executive AI Brief Prompt to draft your one-pager

STEP 04

Present it in a meeting. Revise. File as a portfolio piece.

Deliverable: AI Opportunity Brief (1 page) for a non-technical audience



MINI-PROJECT 03

The Risk and Guardrails Map

Select an AI tool your team already uses. Audit it. Build a guardrails policy the team can follow before the next rollout.

Deliverable: AI Risk and Guardrails Document – a policy your team can actually use

10 · YOUR 30-DAY AI TRANSLATOR ACTION PLAN

Four weeks. One move per day. No new tools required to start.

WEEK 1

Audit Your Current AI Use

D1 List every AI tool you or your team currently uses, including informal ones

D2-3 Track how you use AI for 48 hours. Note what works, what does not, and what you avoid.

D4-5 Complete the self-assessment on page 4. Identify your two biggest skill gaps.

D6-7 Research one AI tool you have not tried that applies directly to your function.

WEEK 2

Pick One Business Problem

D8-9 Identify the most repetitive, data-heavy, or decision-dependent task in your current role.

D10-11 Map that workflow end to end. Write down every step, who is involved, and how long it takes.

D12-13 Run the Workflow Audit Prompt against your mapped process. Get your opportunity table.

D14 Write a one-paragraph problem statement you could use in a business case.

WEEK 3

Build One AI Workflow

D15-16 Choose the highest-opportunity step from your audit. Select one AI tool to apply to it.

D17-19 Test it. Iterate. Run the task both ways and document: time, output quality, risks.

D20-21 Calculate the impact: time saved per week, estimated hours per year, quality improvement.

D21 Write a one-paragraph Risk and Guardrails note for the workflow you just built.

WEEK 4

Present the Business Case

D22-23 Use the Executive AI Brief Prompt to frame your findings for a non-technical audience.

D24-25 Prepare a 5-minute verbal presentation. No deck required. Lead with the business outcome.

D26-27 Present to your manager or team. Gather feedback. Note what resonated and what did not.

D28-30 Update your resume and LinkedIn. Add this project as a concrete example. It is portfolio-ready.

AFTER DAY 30

You now have a workflow audit, a tested AI improvement, a business case you have presented, and a risk framework. That is the AI Translator portfolio. If you want to build on it with a structured degree program and formal credential, that is exactly what Nexford's AI programs are designed for.

11 · WHAT NEXFORD LEARNERS REPORT

105 learners. 25+ countries. These are their numbers.

83%

are now using AI professionally since enrolling at Nexford

86%

say Nexford helped them lead AI conversations at work, not just sit in them

73%

of Nexford alumni have been promoted since graduating

1 in 3

alumni report salary gains of 50% or more since completing their program

"I chose Nexford because it integrates AI into learning rather than treating it as a separate subject. It helped me use AI to improve research, data analysis, and decision-making."

LAMIDI · MBA WITH AI SPECIALIZATION

"After learning more about it, I've learned that AI cannot replace our jobs but it can help us a lot. By automating some of our daily tasks, it made our job more convenient and faster."

ICEE · MBA



ALUMNI WORKING AT

MICROSOFT

DHL

TD BANK

CITIBANK

NHS

97% EMPLOYED OR ADVANCING · 54% IN LEADERSHIP
WITHIN 18 MONTHS · NPS +60

12 · YOUR NEXT STEP

Somebody at your company is going to become the **AI Translator.**

The 30-day plan in this guide is a start. Nexford's AI-integrated degree programs give you the credential, the structure, and the practical AI fluency to make it a career. 100% online. Built for working adults. No prior coding required.

B.S. IN AI FOR BUSINESS

Business strategy meets AI execution. The first program designed specifically for the AI Translator role. No CS background needed.

MBA WITH AI SPECIALIZATION

Graduate-level business leadership with AI embedded throughout the curriculum, not added as an elective at the end.

MS IN AI AND TECHNOLOGY MANAGEMENT

For professionals managing AI adoption at an organizational scale: strategy, governance, ethics, and execution.

BBA WITH AI SPECIALIZATION

Business fundamentals plus practical AI fluency. Built for the working adult who wants to move fast without starting from zero.

