



PROGRAMME

AI applied to business processes

Four-week intensive program, 28 days

You go home with three automations actually running on your business, and you know what they cost.

FORMAT	Intensive program, in person
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DURATION	28 days, 4 weeks
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HOURS	100 hours of in-person teaching · 25 hours a week, Monday to Friday
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HOURS BEFORE AND AFTER	4 hours online before departure and 3 hours 45 after the return. These are not included in the 100. One hundred hours means one hundred hours in person
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PARTICIPANTS	minimum 8, maximum 15
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AGE	over-18s only, eighteen years of age at the date of departure
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LANGUAGE	[language of delivery: declared per intake] . Materials, templates and documents issued are always available in Spanish and English. A bilingual member of staff is present throughout
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SITE	[site: to be confirmed] , with the hands-on days where the agents run in production
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SEASON	Italian intakes run February to April and June to October . Not in January, when Italian companies reopen after Epiphany
INTAKES	[intake: start and end dates, to be published on confirmation] . Dates may be subject to minor changes
PRICE	Quotation on request, with a reply within two working days and the detail of what is included and what is not
WHAT IS ISSUED	Certificate of attendance at the end of the stay, completion certificate at ninety days. No qualification, no academic credits
DO I NEED TO BE ABLE TO CODE?	No. You need to be able to describe precisely something you already do
ALSO INCLUDED	Licences and usage credit for the tools used in the room, for the duration of the program

Request information · Download the program dossier (PDF) · I am bringing a group

The head of international programs replies within **two working days**.

programas@istitutobelmonte.com · +39 [number] · Monday to Friday, 09:00-18:00 CET.

What is and is not included

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Included	Not included
100 hours of in-person teaching, 25 a week	Return flights
At least 4 company visits, transfers included	Accommodation , a separate option with its own stated price

Entry dossier with template, 2 online sessions, language check	Dinners, weekend meals and meals on non-teaching days
3 online appointments after the return, up to T+90, and the review of the implementation plan	Optional catalog experiences
Course notes, templates and software licences for the duration	Journeys not in the schedule
Urban transport pass for 4 weeks	Passport and, once in operation, the ETIAS authorisation
Lunch on the 20 teaching days	Accommodation security deposit, where required
Accident and third-party liability cover for the stay, limits [limits: published once the policy is taken out]	Personal expenses
Airport pick-up on arrival	
2 experience days at weekends, marked in the calendar	
Certificate of attendance and completion certificate, both with a verification code	

Included: **licences and usage credit for the tools used in the room, for the duration of the program.** We state it because it is the first practical question from anyone who has tried these tools alone, and because it is a line that costs money. Not included: **the running costs of the automations after the return.** What is built in the room belongs to the participant and runs on their business, but the calls it makes from then on are paid by them. The program teaches how to measure that cost before committing, and that is one of the things people take home.

Presentation

Nearly everyone has tried getting a model to do something. Few can say what it costs to have it done a thousand times, how often in twenty it gets it wrong, and what happens the day it breaks while nobody is watching. This program lives in that gap.

You start from a real process, yours. The shift on the till, the stock on a spreadsheet, customers' messages in the evening, quotations done by hand. In the first week you map it, with a stopwatch, and discover that the process as designed and the process as observed never match. In the second you get a model to do something and you measure it, because something that works in a demo and something that works twenty times out of twenty are two different things. In the third you build an agent that runs on its own, with its checks and its fallback, and you break it deliberately to see who notices. In the fourth you decide the perimeter: which data leaves, who answers for what, and what does not get automated.

You also work outside the room, in a site where these tools run on real processes every day, with the people who run them. The difference shows, because in a classroom an error is an exercise and in production it is an order that does not ship.

You do not need to be able to code. You need to be able to describe precisely something you already do, and to be willing to measure it rather than talk about it.

A note about us, written so that anyone can check it. The group the Institute belongs to began internal work on these tools in 2025, accelerated from February 2026, and the repositioning towards these technologies is stated in the impact report filed with its annual accounts, a document available from the Italian Business Register. The same document states the principle we work to and teach: that AI proposes and analyses while people assess and decide.

Who it is for, and who it is not for

It is for university students with an observable process to bring. Someone who works the till in the family shop, keeps the stock on a spreadsheet, answers customers' messages in the evening, writes quotations by hand. It is for anyone who has already tried a tool or two and stopped at the point where they could not tell whether it was working.

It is not for anyone looking for a computing course, because it is not one. It is not for anyone who wants to learn to build models, which is a different trade and a different program. It is not for anyone without a real process to practice on, because you work on your own case from the first hour. It is not for anyone looking for a certification of competences, because we issue none. It is not for anyone under eighteen.

Requirements. Eighteen years of age at the date of departure. A passport valid for at least six months beyond the expected return date — our rule, stricter than the legal minimum of three months beyond departure. Current university enrollment or a secondary school leaving qualification. English at a level equivalent to B1, checked in a twenty-minute conversation. A real, observable process, described in the entry dossier. Your own laptop.

The four modules, with the deliverable of each

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Week 1 • Where the work actually is — 25 hours Mapping a process before touching it. The time it costs, the step that breaks, the person who holds the rest together. You map your own process, then map an observed one in a company with a stopwatch, and compare the drawn map with the real one. **You take home a process map** of your own case, with time and cost estimated for each step and the three breaking points marked. **You learn to** observe a process, estimate times, and tell the stated process from what actually happens.

Week 2 • Getting a model to do something — 25 hours What a model does well, what it does badly, and what it costs every time you call it. Workshop on real tools, measurement of cost per run and of error rate over twenty trials, and rebuilding whatever did not work. **You take home three working automations** on your own processes, each with a sheet stating what it does, on what data, what it costs per run and how many times out of twenty it got it wrong. **You learn to** use them operationally, measure the cost, and recognize when the model is inventing.

Week 3 • An agent in production — 25 hours The distance between something that works in a classroom and something that runs on its own on Monday morning. Checks, fallbacks, and who notices when it breaks. A working day with people who put agents into production every day, in the place where they do it. Then you build your own agent, with a check and a fallback, and run a deliberate failure test. **You take home a live**

agent, documented with a one-page technical sheet: what it does, what it does not do, who monitors it, what happens when it breaks. **You learn to** design for reliability, design for failure, and hand over something another person can use without you.

Week 4 • Who decides — 25 hours The perimeter. Data, risk, responsibility, and the AI literacy obligation in Article 4 of the European regulation on artificial intelligence, which applies to those who use these systems and not only to those who build them. Three cases of a bad decision taken apart, the plan written, final presentation with panel. **You take home** an **adoption plan** for your own business: which processes, in what order, at what monthly cost, who checks what, which data does not leave. Plus the recorded twelve-minute presentation. **You learn to** judge a perimeter, write a plan someone else can execute, and hold a position on the limits of a tool everybody likes.

Day-by-day calendar

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The five day types

A • Classroom day (5 teaching hours) 09:15 opening and re-reading of the previous day's submission • 09:30-11:00 first block, teaching and discussion of your own case • 11:00-11:15 break • 11:15-13:00 second block, guided workshop • 13:00-14:00 lunch, included • 14:00-15:45 workshop on your own case with rotating review • 15:45-16:00 submission of the day, ten lines on what changed.

B • Company day, out and back the same day (5 hours) 07:45 departure from the site • 09:00 arrival and welcome • 09:15-09:45 briefing with the company contact, who already holds the questions prepared the day before • 09:45-11:45 walk-through of the process on site, with the observation sheet filled in as you go • 11:45-12:45 session with the people who do the work, not the people who describe it • 12:45-13:45 lunch • 13:45-15:15 debrief on site, comparison of sheets and a written group synthesis • 15:30 return.

C • Project day (5 hours) 09:30-11:00 independent group work, with the tutor present and silent unless asked • 11:00-11:15 break • 11:15-12:15 rotating review, twenty minutes per group • 12:15-13:00 technical block on request, topic chosen by participants the evening before • 13:00-14:00 lunch • 14:00-15:45 work and partial submission, uploaded before leaving.

D • Travel day with two stops (5 hours) 06:30 departure • 09:40 arrival in the city, luggage dropped • 10:30-12:30 first stop, visit and session • 12:30-14:00 lunch • 14:30-16:30 second stop • 17:00-18:00 one-hour debrief in the space hosting us.

E • Final submission day (5 hours) 09:30-10:45 two timed dress rehearsals • 11:00-13:00 presentations, twelve minutes plus eight of questions • 13:00-14:00 lunch with the panel • 14:00-15:00 individual feedback, ten minutes each • 15:00-15:45 close, certificates handed over and the calendar of follow-up sessions signed.

1 Sun • arrival

airport pick-up, settling in, welcome dinner

2 Mon • **A** • classroom

5 h

opening, ground rules, entry dossiers presented one by one

3 Tue • **A** • classroom

5 h

how to map a process before touching it, mapping your own

4 Wed • **B** • company

5 h

field mapping with a stopwatch, session with the people who run the process

5 Thu • **A** • classroom

5 h

the drawn map against the observed one, where it breaks

6 Fri • **A** • classroom

5 h

map of your own process with times and costs. **Submission 1**

7 Sat • experience day 1

a day from the experience catalog, not counted in the hours

8 Sun • free

- 9 Mon · A · classroom 5 h
what a model does well and badly, with live trials
-
- 10 Tue · A · classroom 5 h
cost per run, how it is measured and why almost nobody does
-
- 11 Wed · A · classroom 5 h
twenty trials each, error rate, recognizing invention
-
- 12 Thu · C · classroom 5 h
building the three automations on your own processes
-
- 13 Fri · A · classroom 5 h
automation sheets, costs and error rates written down. **Submission 2**
- 14 Sat · experience day 2
a day from the experience catalog, not counted in the hours

15 Sun · free
-
- 16 Mon · B · Nola 5 h
production and logistics site, a day with the people who put agents into production on real processes
-
- 17 Tue · A · classroom 5 h
checks, fallbacks, who notices when it breaks
-
- 18 Wed · C · classroom 5 h
building your own agent, with check and fallback
-
- 19 Thu · C · classroom 5 h
deliberate failure test, rewriting what did not hold
-
- 20 Fri · A · classroom 5 h

one-page technical sheet for the agent. **Submission 3**

21	Sat · free	
22	Sun · free	
23	Mon · A · classroom	5 h
data, risk, responsibility, and Article 4 of the AI Act		
24	Tue · A · classroom	5 h
three real cases of a bad decision, taken apart		
25	Wed · C · classroom	5 h
writing the adoption plan, tutor alongside		
26	Thu · C · classroom	5 h
two dress rehearsals and cross stress test between groups		
27	Fri · E · classroom	5 h
presentations, panel, feedback, certificates. Submission 4		
28	Sat · departure	

Total 100 hours across 20 teaching days. The two weekend experience days are included in the price and are **not counted** in the 100 hours, any more than the online sessions before and after are.

The companies and places visited

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Day	Place	Status at 13/10/2026

16	Nola , production and logistics site, via Boscofangone ASI zone lotto C8	confirmed , one of the group's own sites, and the place where these tools run on real processes
4	A company willing to have a process mapped for a day	candidates identified, none contacted yet
2- 27	Base classroom	[site: to be confirmed]

This program has fewer visits than the other two, and the reason is written rather than hidden. The value here is not in the number of doors you walk through; it is in the hours spent measuring one thing until it works twenty times out of twenty. Anyone looking for more visits will find more of them in the digital business program.

Before and after

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→ The method, with **two differences that matter**, and its hours are **not included in the hundred**.

In the **entry dossier** you describe a process, not a product, with one rough measurement alongside: how many times a week it happens, how long it takes, who does it. Without at least one of those three the dossier comes back, because the first week rests on it. In the **90-day implementation plan** one thing more is asked than on the other programs: the **cost log** for the automations over the three months. How many runs, what they cost, how often they broke and what was done. The result is not judged, because it does not depend on us. What is checked is that the measurement was kept, because that is the only thing separating someone who adopted a tool from someone who tried it.

Who teaches

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AI agent builder. Teaches weeks 2 and 3. Builds and runs agents on real processes, and this is the part of the program that cannot be improvised from a desk. **Process**

automation specialist, from the internal automation lab. Teaches week 1 and supports week 2. **Head of product and operational innovation**. Teaches the adoption part of week 4: how something that works actually enters someone else's working day. **Head of legal affairs** and **the function that writes the impact report**. Teach the part on data, perimeter and the Article 4 literacy obligation. **Program director** and **bilingual facilitator**, as on the other programs.

Information security is not part of this program. It is a competence we buy outside and we do not sell it as ours.

What you receive at the end

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At the end of the in-person activities the Institute issues a **certificate of attendance** to anyone who attended at least **80%** of the scheduled hours. The document carries the name, dates, sites, total hours, the list of modules with the hours of each, the attendance percentage recorded and a **verification code**.

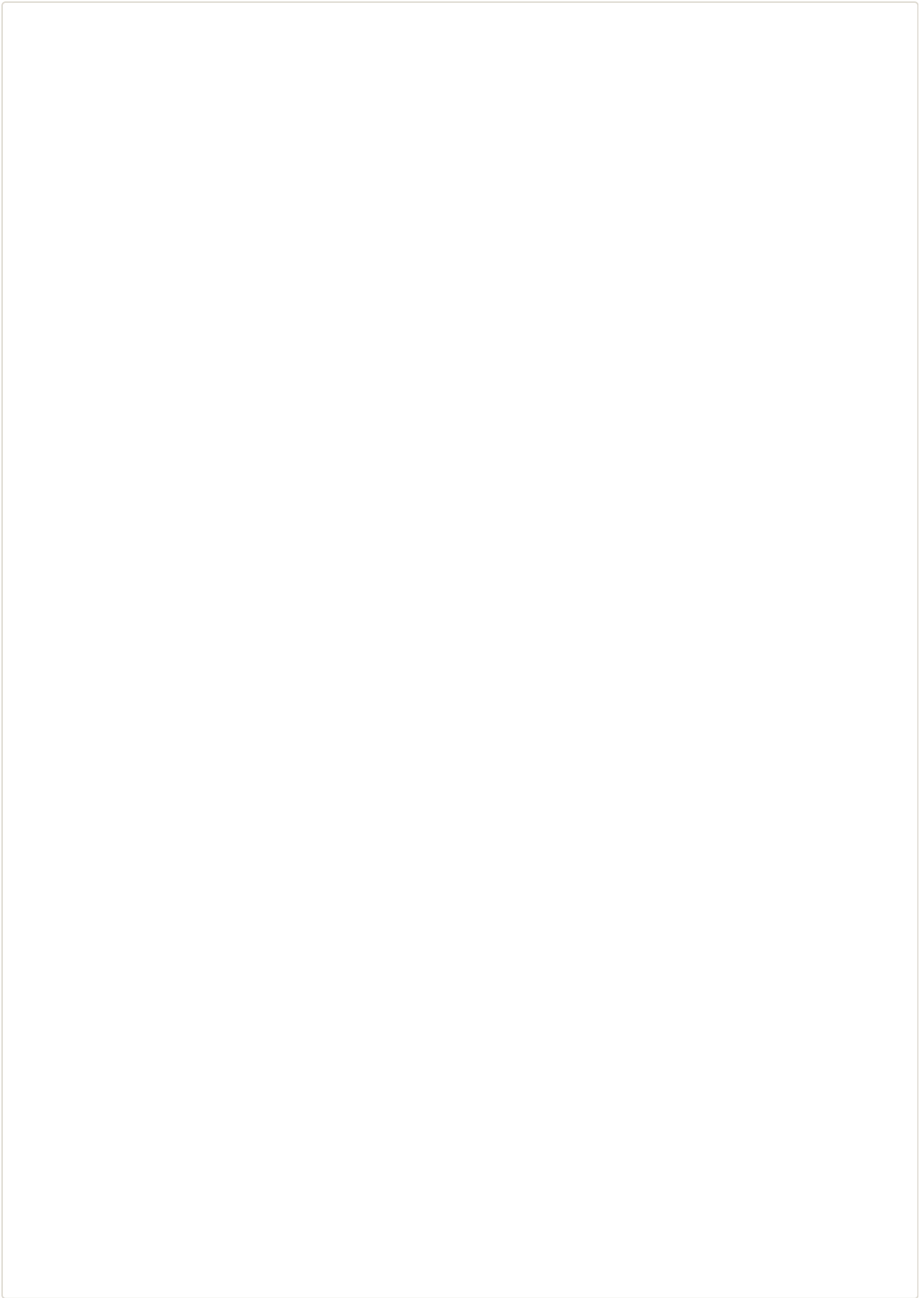
Ninety days after the end, anyone who has submitted every module deliverable and the final implementation plan receives the **program completion certificate**, which lists each deliverable by name with the date it was submitted.

Both documents carry, printed on them, the same sentence you are reading here.

This program does not lead to any qualification with legal validity. Istituto Belmonte is a private training institute. Its programs do not confer qualifications with legal validity in Italy or in any other country and carry no academic credits. A certificate of attendance stating hours and content is issued at the end.

Academic recognition of these hours rests solely with the student's home institution. If that institution provides for it and appoints a tutor, we supply the syllabus, the hours and the attendance register in the format the institution requires.

The documents are issued in Italian, with a certified English translation attached at no charge.



The documents are issued **in Italian**, the language of the issuing company. A certified English translation is attached on request, at no charge. **The verification code will**

be entered at istitutobelmonte.com/verifica once the verification page is live, and will return name, program, dates and hours. Until then verification is done in writing, with a reply within two working days.

→ The certificate, in detail

Where you sleep, how you get around, what it costs to live there

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Accommodation is not included in the program price. It is a separate option with its own stated price. We say so plainly, because a price with accommodation buried inside it makes it impossible to see what the training actually costs.

The Institute offers a single room for the whole duration, on request, in arranged accommodation within walking distance or one short journey from the site. Anyone who prefers to arrange their own may do so, and in that case we ask for the address and a contact number before departure, because the person responsible for the group has to know where everyone is sleeping.

The program price **does include** an **urban transport pass** for the whole duration, **lunch on teaching days** and **airport pick-up on arrival**. It does not include dinners, meals at weekends or on non-teaching days, or personal expenses.

The accommodation provider may ask for a **security deposit**. The Institute does not collect it and it is not part of the price.

→ Accommodation and practicalities

Entry and Schengen days

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For a stay of **up to 90 days in any 180**, nationals of the countries in Annex II to Regulation (EU) 2018/1806 — **Mexico and Brazil among them** — **do not need a visa** to enter the Schengen area. This program lasts fewer than 90 days, so no visa is required for it.

The 90-day count is cumulative across the whole Schengen area, not one country, and since **10 April 2026** the Entry/Exit System has recorded it automatically at the border, fully operational at all external crossing points of the 29 countries that use it. Anyone who has already travelled in Europe in the last six months may not have enough days left. **This is checked before enrolling, not at the gate.**

The **ETIAS authorisation is not yet in operation**. The European Commission will announce the start date several months in advance. When it does come into operation it will be at the student's expense, will cost EUR 20 and will be valid for up to three years or until the passport expires. It does not guarantee entry.

Your passport must be valid for at least **three months beyond** your intended departure from the Schengen area and have been **issued within the previous ten years**: that is the legal minimum, set by Article 6 of the Schengen Borders Code. **We ask for six months beyond the expected return date**, which is our own stricter rule and absorbs a rescheduled flight.

What we do. We prepare a **named letter of admission** with duration, syllabus, weekly hours and the type of final document, in the format required. **What we do not do.** We do not obtain visas, we do not guarantee them and we do not handle consular applications. The decision rests solely with the consulate.

→ Entry, visas and residence permit · → European Commission, EES · → European Commission, ETIAS

Frequently asked questions

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Does the program carry academic credits? No. The program carries no academic credits, neither Italian CFU nor ECTS, and it is not a qualification. Recognition of the hours is possible only if your own institution provides for it and appoints a tutor: in that case we supply the syllabus, the hours and the attendance register in the format required.

Do I need a visa? Not if the stay remains under 90 days in any 180 and you hold a passport from a country in Annex II to Regulation (EU) 2018/1806, which includes Mexico and Brazil. The count is cumulative across the whole Schengen area. See the entry block above.

Can I take part at seventeen? No. **The program is open only to people who have turned eighteen by the date of departure**, and age is checked against the passport at pre-registration. This applies equally to anyone turning eighteen during the stay.

Do I need to speak Italian? No. The requirement is English at a level equivalent to B1, checked in a twenty-minute conversation rather than by certificate. A bilingual member of staff is present throughout, and materials, templates and documents are always available in Spanish and English.

How do I pay, and can you invoice? A 30% deposit on confirmation, the balance thirty days before departure. International bank transfer, and for groups an invoice made out to the institution. No payment to personal accounts, for any reason. If an institution is paying, the contracting party is the institution and not the student, and the procedure is different: → I am bringing a group.

What if I have to withdraw? The refund terms are written into the contract and onto the terms page, with the deadlines and the percentages. They are not discretionary.

Do I need to be able to code? No, and you will not learn to code here. You will learn to describe a process precisely, get a tool to do something, measure what it costs and how often it gets it wrong, and decide whether it is worth it. People who already code move faster through the technical part and meet exactly the same difficulty as everyone else on the hard part, which is measuring instead of describing.

Do the automations stay mine when I go home? Yes. What you build is yours, with its documentation. The running costs stay with you — what the calls cost from then on — and the program teaches you to work those out before you commit. Licences and usage credit for the tools used in the room are included in the price for the duration of the program, not afterwards.

28 days · 100 hours in person · 25 hours a week · 8-15 participants · over-18s only · · **no coding required.** [site: to be confirmed] · [intake: start and end dates, to be published on confirmation] · quotation on request · certificate of attendance and completion certificate, **no qualification and no academic credits.** **Request information · Download the program dossier (PDF) · I am bringing a group**

Related programs

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Design and Italian creative business · Digital business and multichannel commerce, the one to choose if the question you bring is about selling rather than about process · Extended program, 85 days, with an AI specialization and a commissioned project.

Bringing a group? → I am bringing a group

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 Istituto Belmonte	MAIN	INSTITUTIONAL
BHBlasted S.r.l. Società Benefit	Programs	The Institute
P.IVA 08466861211 · REA NA 960178	Experiences	Transparency
PEC (Italian certified email) not yet published	For groups	The certificate
Nola (NA), via Boscofangone zona ASI lotto C8	Admissions	The method
Caserta (CE), via Paul Harris 63	Visas	Who teaches
Monday to Friday 9–18 CET		Locations
		For groups
		Contact

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<https://istitutobelmonte.com/en/programs/ai-applied-to-business-processes/>

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