

SUMMIT TECH ACADEMY

Capability Statement

AI Literacy & Workforce Training · Strategic Advisory & AI Governance

COMPANY OVERVIEW

Summit Tech Academy helps organizations build practical, job-ready AI fluency — from front-line staff learning core AI literacy to executives setting adoption strategy. Programs are designed for real workplace adoption rather than general awareness, and are delivered as both scalable training engagements and strategic advisory support for organizations building AI governance and adoption roadmaps.

CORE COMPETENCIES — TRAINING

- **AI Literacy Foundations** — foundational AI upskilling for general staff, adaptable across departments and skill levels.
- **Train-the-Trainer Programs** — equipping internal trainers to scale AI literacy in-house rather than relying on repeat outside delivery.
- **Executive AI Education** — briefings and working sessions for leadership teams setting AI strategy and priorities.
- **Microsoft Copilot Training** — role-based enablement for Microsoft 365 Copilot rollout and adoption.
- **AI Capacity-Building Programs** — multi-session engagements for sustained, organization-wide AI capability building.
- **AI Workflow Transformation** — applied training on redesigning day-to-day workflows around AI tools.

CORE COMPETENCIES — STRATEGIC ADVISORY

- **AI Governance & Adoption Advisory** — policy, risk, and adoption roadmap guidance for organizations formalizing their AI governance.
- **AI Readiness Assessments** — structured diagnostics to evaluate an organization’s AI readiness before committing to a training or adoption plan.
- **Leadership AI Starter Packages** — focused onboarding for leadership teams beginning an organizational AI strategy.

COMPANY DATA

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CORE MARKETS
Government · Education · Enterprise

CERTIFICATIONS
MCE · MCT · CCAI

DIFFERENTIATORS

Built for adoption, not just awareness — role-based curricula over generic AI overviews.

Content adapted for government, education, and enterprise contexts.

Scales from a single executive briefing to full train-the-trainer capacity building.

Advisory and training under one roof — governance guidance informs the curriculum.