

AI at Work: Practical to Plan

The team uses AI tools for everyday work safely, and the owner has a 90-day plan for where AI fits in the business.



WHO IT'S FOR

Every team, with a leadership module for owners and managers.

FORMATS

Hands-on half day

Half day + leadership module

WHAT THIS TRAINING FIXES

01

People already use AI tools at work, with no rules about customer data.

02

Replies, quotes and reports still take hours every week.

03

The owner hears about AI everywhere but has no plan for where it fits.

Half day

Hands-on for teams

- ✓ Replies to enquiries and complaints
- ✓ Quotes and proposals from your own formats
- ✓ Summaries of reports and long documents
- ✓ Content drafts: posts, emails, product notes

2 hrs (optional)

Leadership module

- ✓ Where AI fits in your business, and where it doesn't
- ✓ Choosing the first 3 jobs to hand to AI
- ✓ A simple AI usage policy
- ✓ A 90-day pilot plan with checkpoints

A TYPICAL AGENDA

10:00

Hype vs real: what AI tools do well and badly

10:30

Hands-on: enquiry replies and quotes from your formats

11:30

Hands-on: report summaries and SOP drafts

12:30

Using AI safely: data, checking the output, the usage policy

13:30

Close: each person picks one job to hand to AI this week

OPTIONAL, 2 HRS

Leadership module: where AI fits and the 90-day pilot plan

WHAT THE TEAM TAKES HOME



Prompt pack for everyday jobs



AI usage policy template



"Is this worth automating?" checklist



90-day pilot plan (leadership module)

THE 30-DAY CHALLENGE

WEEK 1

One job each person hands to AI

WEEK 2

The usage policy signed by the team

WEEK 3

Prompts saved and shared for the common jobs

WEEK 4

Time saved noted, and the next job picked

DAY 30

Review call: what changed, what to fix next

EVERY PROGRAM INCLUDES

- ✓ Take-home worksheets and scripts
- ✓ A 30-day implementation challenge, with a review call at the end
- ✓ An optional Growth Diagnostic afterwards, for owners who want the full picture

How booking works: scoping call → proposal → 50% advance confirms the date → training and 30-day challenge → review. **Fee on request**, per batch of up to 30.



Get a proposal:
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