



AI Foundations

One day. Your own work. You leave able to use these tools without getting burned by them.

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| 8:00 | The work you'd most like off your plate
We start by finding the thing in your week that takes longest and feels the most repetitive. |
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| 8:30 | What AI is genuinely good at — and where it will let you down
Including live demonstrations of it getting things confidently wrong, so you know what to watch for. |
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| — | <i>Break</i> |
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| 10:00 | Setting things up so company information stays private
You'll configure your own account — history off, training opt-out on. Ten minutes, and most people have never done it. |
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| 11:15 | How to ask for something and actually get it
The four-part structure that works. Why handing it the source beats asking it to remember. |
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| — | <i>Lunch</i> |
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| 1:00 | Hands-on with your own real documents
Your actual work, not a worksheet. You'll finish at least one document you can use tomorrow. |
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| — | <i>Break</i> |
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| 2:30 | Catching the mistakes before they leave your desk
We hand you AI output with errors planted in it and see whether you find them. Most people miss the first one. |
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| 3:30 | Ground rules: what your company will and won't allow
We write the one-page policy together, so nobody has to guess. |

WHAT YOU LEAVE WITH

- At least one finished document you produced today
- Your account configured so company information isn't retained
- A prompt sheet for the tasks you do every week
- A one-page AI use policy for the company
- Certificate of completion — 7 contact hours

WHAT TO BRING

- Your laptop — the one you actually work on
- Two or three real documents you handle often (redact anything sensitive)
- The one task you'd most like to stop doing by hand