



Applied AI Workflows

One day. You leave with a working process your whole department can run — not just you.

8:00	Picking the job you want to speed up — and timing it first We time the current process before touching it, so at the end you know exactly what changed.
8:30	How to write prompts that get work done faster — and reuse them Saved and written down, so the whole team can use them instead of everyone starting over.
—	<i>Break</i>
10:00	Building an assistant that already knows your templates Feed it your standards, your terminology, your good examples. Stop re-explaining the same context every time.
11:15	Turning a stack of documents into a spreadsheet you can trust Plus how to verify it's right — which matters more than the extraction itself.
—	<i>Lunch</i>
1:00	Linking the steps together into a process that repeats And deciding where a person has to look before the work moves forward.
—	<i>Break</i>
2:30	Holding quality when you're running fifty at a time The three errors that only show up at volume, and how to catch them by sampling instead of checking everything.
3:30	Writing it down so anyone on your team can run it The test: a colleague runs your process start to finish without asking you a single question.

WHAT YOU LEAVE WITH

- A working workflow for a real job in your department
- A prompt library your team can use, not just you
- An assistant configured on your own templates
- A written procedure someone else can follow
- Certificate of completion — 7 contact hours

WHAT TO BRING

- Your laptop — the one you actually work on
- A recurring task your department does at least weekly
- Sample documents for that task (redact anything sensitive)
- A rough idea of how long it takes you today