TWO DAYS / PRACTICAL AI EDUCATION

More capable. Starting Monday.

For teams who have tried AI chat and want to use it more actively in everyday business. Concepts, guided tutorials and connected projects across both days.

Learn the concepts. Follow along. Build the toolkit.

Everyone works on a device. Short explanations and live demonstrations lead into exercises, independent changes and review. Projects build on earlier work, so each new capability has a practical place to go.

UNDERSTAND THE TOOLS

AI strengths and limits; models, chat, agents and bots; subscriptions, team plans, APIs, credits, tokens, usage limits and cost control.

DIRECT AND IMPROVE THE WORK

Prompting, context, voice, brainstorming, critique, alternatives, source verification, privacy and human judgment.

APPLY AI ACROSS THE BUSINESS

Meetings, writing, research, proposals, applications, spreadsheets, charts, reports and presentations.

BUILD A PERSONAL WORKING SYSTEM

Projects, files, Markdown, persistent instructions, a simple AIOS, reusable prompts, templates, skills and handoffs.

CONNECT AND BUILD

Connectors/MCP, browser and computer use, CLI and coding environments, a small app, creative output, agents/bots and supervised routines.

WHAT PARTICIPANTS TAKE AWAY

An idea brief; a meeting pack; a sourced comparison; a spreadsheet finding and business briefing; a project workspace; a reusable workflow; a bot brief; experience modifying a small app; a capstone and 30-day plan.

Format: 9 a.m.-5 p.m. each day. 13.5 hours of teaching and labs across 16 elapsed hours. **Preparation:** discovery, device/account check and a shared exercise kit. Group size, examples, software access and fees are agreed before booking.

FOLLOW ALONG / CHANGE THE INPUT / REVIEW THE RESULT

Day 1 / Understand & apply

Build the foundations, then use AI across everyday business work.

09:00-09:45	**AI foundations & vocabulary** Models, chat, tools, agents and limits. Compare an answer with a tool-using workflow. TRY: classify tasks AI can draft, verify or act on.
09:45-10:30	**Tools, subscriptions & API economics** Paid plans, tokens/credits, model selection, usage limits and API billing; bounded API demonstration. MAKE: account/access check and a tool-choice worksheet.
10:45-11:35	**Prompting & collaborative thinking** Task, context, constraints, examples and output. Voice, questions, alternatives and critique. BUILD: turn a rough idea into a brief; challenge its assumptions.
11:35-12:30	**Writing & better meetings** Agendas, summaries, decisions, action owners, follow-up and writing in a defined voice. BUILD: a meeting pack from a synthetic transcript.
13:15-14:05	**Research & evidence** Search, deep research, browser sources, citations and evidence versus inference. BUILD: compare two options in a short sourced brief.
14:05-15:00	**Data, reports & presentations** Ask questions of a small spreadsheet, verify totals, chart a finding and explain it. BUILD: a business briefing and three-slide outline.
15:15-16:05	**Projects, files & Markdown** README, reference material, persistent instructions and current project status. BUILD: a workspace from today's existing outputs.
16:05-17:00	**Your personal AI operating system** Context, Connections, Capabilities, Cadence; routing, freshness and task-specific context. BUILD: context map, fresh-session test and handoff.

Breaks: 10:30-10:45 and 15:00-15:15. **Lunch:** 12:30-13:15. **Total:** 405 teaching/lab minutes + 75 break/lunch minutes = 480 minutes each day.

FOLLOW ALONG / CHANGE THE INPUT / REVIEW THE RESULT

Day 2 / Reuse & build

Turn individual successes into useful systems, skills and projects.

09:00-09:45	**Reusable prompts, templates & skills**	Triggers, inputs, procedure, checks, error handling and consistent output. BUILD: reuse yesterday's meeting or research workflow.
09:45-10:30	**Connections & browser/computer use**	APIs, connectors/MCP, permissions, public-web demonstration and action review. MAKE: sources/access map and one review gate.
10:45-11:35	**Agents, bots & AI teammates**	Roles, tools, memory, background jobs and shared agents. Muse and Grok Bot examples. BUILD: a narrow bot brief; configure or simulate it.
11:35-12:30	**Build a small app with AI**	Terminal/CLI/editor orientation; brief, prototype, test and revise with a coding assistant. BUILD: shared quote helper/checklist; change one requirement.
13:15-14:05	**Critique & creative output**	Opposing viewpoints, reverse-engineering examples, quality criteria and bounded iteration. BUILD: critique the app/report; make a graphic or slide.
14:05-15:00	**Capstone build**	Choose a meeting system, research-to-report workflow, small app or personal workspace. COMBINE: instructions, sources, reusable process and output.
15:15-16:05	**Test, improve & explain**	Try a second input, expose an error, review with a peer and refine the workflow. PROVE: show the review step and explain its limits.
16:05-17:00	**Show-and-tell & next 30 days**	Present the work; choose three experiments, owners and measures; Q&A.; PLAN: use cadence only after the manual workflow works.

Breaks: 10:30-10:45 and 15:00-15:15. **Lunch:** 12:30-13:15. **Total:** 405 teaching/lab minutes + 75 break/lunch minutes = 480 minutes each day.

Examples use synthetic or public information. Product availability is checked before delivery. The full concept/project bank is retained in the working curriculum; hands-on depth varies with the group.