EIGHT WEEKS FOR 10 TO 25 CHOSEN OPERATORS

Build the People Who Keep AI Moving

Your sharpest operators learn advanced workflows and automation, then lead adoption in their own teams. Monthly clinics follow the eight weeks.

DURATION
Eight weeks
One live session each week

GROUP
10 to 25 operators
Nominated by their heads of function

FORMAT
Live sessions
Plus a project in each champion's team

OUTPUT
A live workflow each
Presented to leadership at Demo Day

YOU NEED THIS IF

- Adoption fades within weeks of every training day.
- Nobody inside the company owns AI after the trainers leave.
- Teams save time, but nobody decides where that time goes.
- You want automation and agents, run by people who know the work.

WHAT THE EVIDENCE SAYS

66% of frontline AI users get limited or no guidance on what to do with the time they save.

72% of employees say the skills expected of them have shifted because of AI.

2× Agent use inside workflows more than doubled between 2025 and 2026.

Sources: BCG, AI at Work 2026 (n=11,749).

WHAT YOU LEAVE WITH

01 **Advanced workflows**
Reusable assistants, answers grounded in your documents and multi-step prompts.

02 **No-code automation**
Triggers, actions and agents with a human approval step, in Zapier or n8n.

03 **A measured project**
Each champion ships one workflow for their team, with before and after hours.

04 **An adoption playbook**
How to teach peers, run office hours and report progress to leadership.

THE AGENDA

Eight Weeks, One Project per Champion

Each week pairs one live session with work on a real project from the champion's own team. Expect about three hours a week in total.

WHEN	MODULE	YOU LEAVE WITH
Week 1	**Kick-off and task mapping** Each champion maps their team's ten costliest tasks and picks one project.	A project brief with a baseline
Week 2	**Assistants that know your work** Custom assistants with instructions and files: ChatGPT projects, Claude projects and Gemini Gems.	A team assistant
Week 3	**Answers from your documents** Ground answers in policies, contracts and reports, then test where they fail.	A knowledge assistant
Week 4	**Automation basics** Triggers, actions and passing data between tools in Zapier or n8n.	A first automation
Week 5	**Agents with approval** Multi-step agents that draft, check and wait for a person to approve.	An agent with a review step
Week 6	**Measure what changed** Baselines, hours saved, error rates and a one-page results report.	A results sheet
Week 7	**Teach your team** Run a 30-minute session and office hours. Handle doubts and pushback.	A peer session delivered
Week 8	**Demo Day** Each champion presents a live workflow and its numbers to leadership.	Leadership sign-off
Monthly	**Clinics** Two-hour clinics keep skills current as the tools change.	A usage and hours report

A TYPICAL WEEK

Live session — 90 MINUTES
A new technique, shown on a champion's real project and practised by everyone.

Project work — ABOUT 90 MINUTES
Champions apply the week's technique to their own team's workflow.

Trainer review — WRITTEN FEEDBACK
A trainer reviews every project and flags what to fix before the next session.

HOW IT RUNS

Before, During and **After**

BEFORE

- Heads of function nominate one or two champions each.
- A sponsor call to agree goals and the Demo Day date.
- Tool access approved by IT for every champion.

DURING

- One live session a week, with a trainer reviewing each project.
- A shared channel for questions between sessions.
- Each project runs in the champion's real team.

AFTER

- Monthly two-hour clinics as the tools change.
- A usage and hours report for leadership each month.
- Champions run onboarding for new hires in their teams.

WHERE IT FITS IN THE SHARP METHOD

S Spot
Covered by other programs

H Hands-on
Covered by other programs

A Apply
Projects go live in real teams.

R Results
Hours and quality measured against baseline.

P Practice
Champions and monthly clinics keep the habit.

WHO MAKES A GOOD CHAMPION

Close to the work
They run the process every week, so they know where the hours go.

Trusted by peers
Colleagues already ask them for help with tools and shortcuts.

Curious, not expert
They try new tools on their own. No coding background needed.

QUESTIONS TEAMS ASK

How much time does it take?	About three hours a week: one live session plus work on the champion's own project.
What happens after week eight?	Monthly clinics keep skills current, and champions report usage and hours to leadership.

TOOLS WE TEACH: CHATGPT · CLAUDE · GEMINI · NOTEBOOKLM · ZAPIER · N8N · NOTION · SLACK

NEXT STEP

Book a free 15-minute discovery call.

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