ONE TO TWO DAYS FOR 30 TO 300 PEOPLE ACROSS FUNCTIONS

Every Person Leaves With a **Working** Workflow

Hands-on sessions on your team's own files and tools. People learn the core skills together, then build in tracks for their own function.

DURATION
One to two days
Day two adds the build sprint

GROUP
30 to 300 people
Split into function tracks

FORMAT
In person or online
Live and hands-on either way

OUTPUT
One workflow each
Built on a real task, checked by a trainer

YOU NEED THIS IF

- People tried AI once, got a generic answer and stopped.
- A few power users race ahead while everyone else waits.
- Teams copy prompts from the internet that do not fit your work.
- You need adoption across departments, not one excited team.

WHAT THE EVIDENCE SAYS

36% of employees feel they received enough AI training, unchanged since 2025.

79% of people with more than five hours of training use AI regularly, against 67% with less.

74% of frontline employees now use AI regularly, up 23 points in a year.

Sources: BCG, AI at Work 2026 (n=11,749) and AI at Work 2025 (n=10,600+).

WHAT YOU LEAVE WITH

01 Core skills for everyone
Briefing AI with context, examples and checks, plus research, writing and spreadsheet work.

02 A function track
Sales, marketing, operations, finance or HR exercises, built on your own documents.

03 One working workflow
Each person builds a workflow on a real task and runs it before they leave.

04 A team prompt library
Tested prompts and review checklists, saved where your team already works.

THE AGENDA

Learn It Together, Build It Alone

Day one teaches the skills every role needs. Day two is a build sprint where each person ships one workflow. One-day programs run day one only.

WHEN	MODULE	YOU LEAVE WITH
DAY ONE · SKILLS		
Morning	**How AI tools work** What current models do well, where they fail and how to check their output.	A review checklist
Morning	**Briefing AI well** Context, examples, constraints and a definition of done, practised on your own tasks.	Five tested prompts
Afternoon	**Research, writing and data** Summarise long documents, draft in your voice and analyse a spreadsheet.	Three finished drafts
Afternoon	**Function tracks** Split by department. Each track works through three tasks from its own function.	A track playbook
DAY TWO · BUILD		
Morning	**Build sprint** Each person picks one costly task and builds a workflow for it, with a trainer at the table.	A working workflow
Midday	**Safe use** Data rules, approved tools and the points where a person must review the output.	Team guardrails
Afternoon	**Show and measure** Teams demo their workflows and log the hours each one saves each week.	A baseline for Results

WHAT ONE WORKFLOW LOOKS LIKE: THE WEEKLY PIPELINE REVIEW

01 · TASK	02 · INPUT	03 · AI STEP	04 · PERSON CHECKS	05 · OUTPUT
Weekly pipeline review for the sales head	Monday's CRM export and last week's notes	Drafts the review, flags stalled deals and gaps	Manager verifies numbers in 30 minutes	Shared with the team before the 10 am call

Before: two days chasing reps for updates. After: a drafted review every Monday, checked in 30 minutes.

HOW IT RUNS

Before, During and After

BEFORE

- A discovery call with each department head.
- Three to five sample files per function, redacted where needed.
- Access to the AI tools your IT team approves.

DURING

- Trainers at the tables, not only at the front.
- Every exercise runs on your files and tools.
- Short demos, long practice: most time is hands-on.

AFTER

- A shared folder with every prompt and workflow from the sessions.
- A day-30 check on usage and hours saved.
- Champion candidates flagged for the AI Champions Program.

WHERE IT FITS IN THE SHARP METHOD

S Spot	H Hands-on	A Apply	R Results	P Practice
Covered by other programs	Live practice on your own files.	Each person wires one workflow into daily work.	Covered by other programs	Covered by other programs

FUNCTION TRACKS: THREE TASKS EACH

Sales
- Pipeline review
- Proposal first drafts
- Account research

Marketing
- Campaign reporting
- Ad copy variants
- Social listening

Operations
- Daily MIS
- Vendor follow-ups
- SOPs from recordings

Finance
- Month-end commentary
- Invoice matching
- Board pack drafts

HR
- Policy helpdesk
- JDs and scorecards
- Interview debriefs

QUESTIONS TEAMS ASK

Do our people need to code?	No. Every session is built for non-technical staff, and nobody writes production code.
Which tools do you use?	The ones your IT team approves. The skills transfer across ChatGPT, Claude, Gemini and Copilot.

TOOLS WE TEACH: CHATGPT · CLAUDE · GEMINI · MICROSOFT COPILOT · NOTEBOOKLM · EXCEL AND SHEETS · CANVA

NEXT STEP

Book a free 15-minute discovery call.

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