HOW EVERY SHARPFIRST ENGAGEMENT RUNS

The SHARP Method

Five stages from the first conversation to a habit your team keeps. Keep this guide open in your weekly team reviews.

S	**H**	**A**	**R**	**P**
Spot	**Hands-on**	**Apply**	**Results**	**Practice**
Weeks 1 to 2	Weeks 3 to 4	Weeks 5 to 8	Weeks 9 to 12	Month 4 onward

01 · OVERVIEW

From Your Costliest Task to a Lasting Habit

Most AI training stops at the demo. The SHARP Method starts from your bottlenecks, trains on your own work and ends with people who own the change.

Your work, not demos
Every exercise runs on your documents, tools and targets.

Owners, not attendees
Internal champions keep adoption going after the trainers leave.

Habits, not certificates
You leave with workflows your team runs on Monday.

STAGE	WHEN	AIM	OUTPUT
S **Spot**	Weeks 1 to 2	Find the ten tasks that cost your team the most hours, and measure them today.	Ten costliest tasks, ranked, each with a baseline
H **Hands-on**	Weeks 3 to 4	Learn on your own files and tools, with a trainer at the table.	One working workflow per person
A **Apply**	Weeks 5 to 8	Wire each workflow into the tools your team already uses.	Workflows in daily use, each with a review step
R **Results**	Weeks 9 to 12	Measure hours returned and quality against the baseline.	A one-page results report
P **Practice**	Month 4 onward	Make it a habit that survives the next tool change.	Champions in every team and a monthly usage and hours report

WHY IT IS BUILT THIS WAY

36%
of employees feel they received enough AI training. Hands-on stages close that gap.

66%
of frontline AI users get no clear guidance on where saved time goes. Results decides it.

33%
of frontline staff say leadership communicates clearly about AI. Spot starts with leaders.

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

02 · THE STAGES

Spot, Hands-on and Apply

S

Spot

WEEKS 1 TO 2

Find the ten tasks that cost your team the most hours, and measure them today.

- Interview heads of function and shadow the work.
- List the reports, follow-ups and reviews that eat the most hours.
- Record today's hours and score each task on hours, risk and effort.

Who: Sponsor, heads of function, SharpFirst trainers

QUESTIONS TO ANSWER

1. Which tasks eat the most hours each week?
2. What data does each task touch, and is any of it off limits?
3. How will we know the task got faster or better?

WATCH OUT
Starting with the tool instead of the task.

DONE WHEN
Every task on the list has an owner and a baseline.

H

Hands-on

WEEKS 3 TO 4

Learn on your own files and tools, with a trainer at the table.

- Live sessions on your documents and approved tools.
- Each attendee builds on one of the tasks from Spot.
- Everyone practises checking AI output before using it.

Who: The teams who own the tasks, SharpFirst trainers

QUESTIONS TO ANSWER

1. Can each person brief AI with context, examples and a definition of done?
2. Does everyone know how to check output before using it?
3. Which workflows show the biggest early win?

WATCH OUT
Stock demos that nobody connects to Thursday's deadline.

DONE WHEN
Every attendee has run one workflow on real work.

A

Apply

WEEKS 5 TO 8

Wire each workflow into the tools your team already uses.

- Move workflows into daily tools such as Slack, Sheets or your CRM.
- Add a named reviewer and a short written procedure.
- Automate the repeatable steps, with a person approving the output.

Who: Workflow owners, champions, your IT team

QUESTIONS TO ANSWER

1. Where does the workflow start, and where does its output go?
2. Who reviews the output, and what do they check?
3. What happens when the AI gets it wrong?

WATCH OUT
Workflows that live in one person's chat history.

DONE WHEN
The workflow runs without the person who built it.

02 · THE STAGES

Results and Practice

R

Results

WEEKS 9 TO 12

Measure hours returned and quality against the baseline.

- Compare hours, errors and rework against the Spot baseline.
- Decide where the saved time goes next.
- Report to leadership on one page.

Who: Sponsor, workflow owners, finance or operations lead

QUESTIONS TO ANSWER

1. How many hours did each workflow return this month?
2. Did quality hold, measured by errors, rework or review time?
3. Where does the saved time go next?

WATCH OUT
Counting logins instead of hours and outcomes.

DONE WHEN
Leadership sees hours, quality and next bets on one page.

P

Practice

MONTH 4 ONWARD

Make it a habit that survives the next tool change.

- Internal champions own adoption in each team.
- Monthly two-hour clinics refresh skills and workflows.
- New hires learn the team's workflows in their first week.

Who: AI champions, team leads, SharpFirst clinics

QUESTIONS TO ANSWER

1. Who owns AI adoption in each team?
2. Which workflows need an update after this month's tool changes?
3. What did new hires learn in their first week?

WATCH OUT
Treating training as a one-off event.

DONE WHEN
Teams start new workflows without waiting for us.

YOUR WEEKLY TEAM REVIEW: ONE QUESTION PER STAGE

- **S** Did a new costly task appear this week?
- **H** Who still needs help briefing or checking AI?
- **A** Which workflow broke or needed a fix?
- **R** How many hours came back, and where did they go?
- **P** What will we teach or update next week?

03 · WORKSHEETS

Spot Your Tasks, Then Track **Results**

Print this page or copy it into a sheet. Score each task from 1 to 5, then multiply. The highest scores go into Hands-on first.

SPOT WORKSHEET

#	TASK	OWNER	HOURS / WEEK	HOURS 1–5	LOW RISK 1–5	LOW EFFORT 1–5	SCORE
01							
02							
03							
04							
05							
06							
07							
08							
09							
10							

RESULTS SCORECARD

#	WORKFLOW	BASELINE HRS	HOURS NOW	QUALITY CHECK	WEEKLY USERS	SAVED TIME GOES TO
01						
02						
03						
04						
05						

NEXT STEP

Want help running Spot with your team?

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