

## Practical AI Skills Your Team Can Use Immediately With Real Workflow Wins in 14 Days

A hands-on workplace AI workshop that builds confidence, safety, and repeatable habits across your team's daily tools without overwhelm or technical jargon.

- Privacy-first prompting frameworks your whole team can use
- Real workflows for writing, meetings, research & admin
- 2-3 measurable efficiency wins per person within 2 weeks

workshop



**Practical AI for busy teams — repeatable wins in 2 weeks, without the overwhelm.**

*Build confidence using AI safely across your daily tools. Simple frameworks, real workflows, measurable results.*

### What Participants Are Saying About the Workshop:

*"We were dabbling; now we're using AI every day with confidence. The simple steps made it click — we're saving 3+ hours a week."* **Ben D., Property Development, Director**

#### Who It's For

If you've experimented with AI but aren't sure you're doing it safely or effectively — this is your next step.

Ideal for:

- Businesses with 5-30 staff
- Leaders who want AI to support people, not replace them
- Industry agnostic as we tailor the workshop to suit

**No tech background required. Just a willingness to learn what works — safely and sustainably.**

#### Why Teams Attend



Build AI Confidence



Safe, Risk-Management Adoption



Real Workflows, Not Theory



Fast, Measurable Wins



Platform-Agnostic Skills

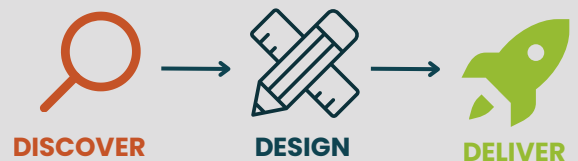


Designed for Busy Teams

#### What You'll Get

**You'll leave with habits, not just inspiration.**

- ✓ Discovery call + 6 quick questions to determine how we can customise the sessions for your business beyond our workshop inclusions
- ✓ 2 x 2-hour sessions (virtual or in-person)
- ✓ A repeatable, privacy first prompting framework that travels across multiple GenAI tools e.g. ChatGPT, Claude, Gemini and Copilot (BYO accounts).



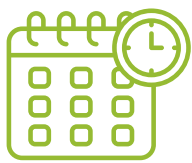
## Pricing & Logistics

**4hr Workshop:** AUD \$2,997 for up to 8 attendees; \$350 per additional attendee (max 12 per session).

**Travel:** included within 30 minutes of Sydney CBD (car or public transport). Additional travel options available – See FAQs



## How It Works (Simple 4-Step Path)



Book Your  
20-Minute  
Clarity Call



Complete the  
Quick 6-Question  
Assessment



Attend Two  
Practical  
2-Hour  
Sessions



Apply Your  
Wins Within  
14 Days

## Frequently Asked Questions

*Understand your starting point and roadmap to success.*

### Q1. What's included?

2 in person sessions covering the foundational use of GenAI for the Workplace -- Ground Rules, GenAI Tools, Portable Practical Prompting, Habits & Hacks, GenAI Showcase, Quick Quiz, Governance & Risks, workplace-specific workflows, writing, meetings & research, GenAI Tools Showcase, Recap & Wrap Up plus post-session guides and practical cheat sheets.

### Q2. How do I reserve a workshop?

Book a Discovery Call or call us on 1300 850 464. A 50% deposit is required to secure dates. Minimum 10 business days from receipt of deposit to Workshop 1.

### Q3. How does Risk & Compliance work?

We teach a simple traffic-light system for safe AI use:

- Green: Safe, shareable information (public or internal updates).
- Amber: Sensitive information — redact or check before using (financial, HR, or client notes).
- Red: Restricted information — never upload legal, medical, or personal data into AI tools.

This model helps you and your team build confidence while protecting privacy and compliance from day one.

### Q4. What if my team isn't technical?

That's exactly who this is for. We teach safe, practical workflows — no jargon, no coding.

### Q5. Do you travel outside of Sydney CBD?

Yes. Travel is included within 30 minutes of Sydney CBD (car or public transport). Additional charge for beyond 30 mins: +\$250 (30–59 mins), +\$350 (60–89 mins); >90 mins by quote. Interstate: \$350+ flights and accommodation. Optional: 100% Live Online Delivery – although there's nothing like in person workshops

### Q6. What support options exist post-workshop?

- Full Support: Live Q&A + email help (\$1,297/month)
- Q&A Only: 30-min fortnightly calls (\$897/month)
- Email Support: \$697/month
- Minimum 3 months

### Q7. Can it be customised?

Yes — complete our pre-work survey and we tailor the workshops so you can use AI for your specific requirements.

### Q8. How soon will we see results?

You can expect to see results within 2 weeks of approximately 2–4 hours time saved per week but remember developing habits is the key to your success.

### Q9. What's next after the workshop?

You can progress to:

- The SMB AI Playbook (for scaling capability)
- The Digital Maturity Assessment (for strategic alignment)

**Are you ready to move from curiosity to clarity?**