Teams AI Workshop Series

3 Workshops to help you prepare your team for Generative AI.

Discover

Explore AI fundamentals, applications, and differences between GenAI and LLMs (Large Language Models) like ChatGPT .

Understand

Learn how to effectively interact with LLMs using prompts to create and refine various types of content.

Prepare

Equip yourself with the knowledge to set up AI accounts, manage potential risks, and integrate AI into your business strategy.

About this program

These workshops help equip your teams with a foundational understanding of AI, making it more useful, safer and more accessible. Gain actionable insights to start leveraging AI immediately. You'll be prepared to harness AI for enhanced value, improved efficiency, and better communication, setting the stage for AI-driven growth in your business.

Workshop 1 booking   Workshop 2 booking   Workshop 3 booking

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Discover AI and it's Potential

Why does AI seem daunting? Because it often is – until you understand its potential…

We'll bring AI into focus, helping you discover how it can impact your business.

We'll simplify complex concepts to reveal their true potential, making them more accessible and understandable.

Exploring AI with us, you'll gain insights into how it can start transforming your business operations, enhance value, and streamline communication.

By the end of the session, you'll have a foundational understanding and be more confident in taking the next steps towards integrating AI.

"Working smarter – not harder" begins with discovering AI!

Imagine and understand the possibilities

Can AI really unlock new possibilities for your business?

It can – when you know how to use it...

You'll be introduced some to methods of effectively interacting with LLMs using prompts to create and refine various types of content.

We'll guide you in identifying the right approach and setting realistic goals.

Imagine the potential of AI-driven solutions tailored to your specific needs.

With our guidance, you'll begin to understand how to leverage LLMs to address your unique challenges and opportunities.

Get ready to Move forward with AI?

Are you ready to integrate AI into your business strategy?

Equip yourself with the essential knowledge to set up AI accounts, manage potential risks, and seamlessly integrate AI into your operations.

You'll learn how to navigate the basics of AI account setup and understand the key differences between account types. We'll also cover strategies for managing potential risks associated with AI usage.

By the end of this session, you'll be prepared to incorporate AI into your business strategy confidently and effectively, setting the stage for future growth and innovation.

"Being prepared is the first step towards harnessing the power of AI."

Module 1 - Introduction and Overview

40 min

Module 2 - Getting started with ChatGPT

60 min

Module 3 - Prompt Engineering

45 min

Module 4 - Safer AI Usage

45 min

Introduction to AI and ChatGPT Fundamentals

Understanding AI and ChatGPT

- *Overview of Generative AI*
- *What is ChatGPT*
- *The business impact of AI*

The VEC Framework

- *Value with AI*
- *Improving Efficiency*
- *Enhancing Communication*

Getting set up

- *Account set-up*
- *Exploring the interface*
- *Customisation basics*

Chatting with ChatGPT

- *Basic conversations*
- *Brainstorming and Content Creation*
- *Key terms to know*
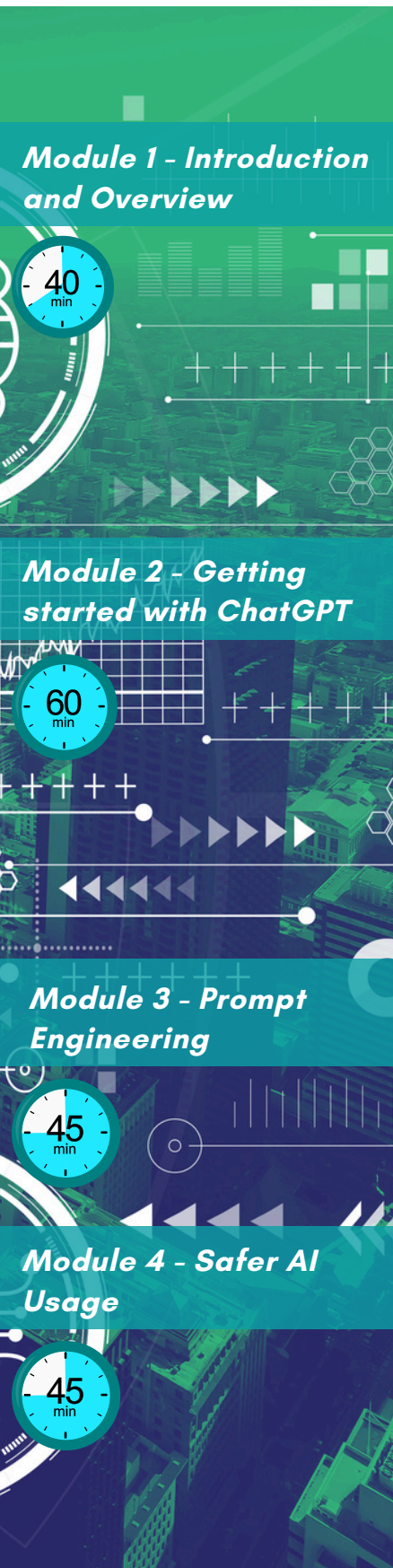
Crafting good prompts

- *Prompt structure*
- *Good vs Bad prompts*
- *Understanding AI behaviour*
- *Getting specific outcomes*

Compliance, Privacy and Security

- *Data privacy*
- *Security Measures*
- *Legal Considerations*

[Workshop 1 booking](#)

Cost - $900+GST (Max 5 attendees)

Customisation and Use Cases

Module 1 - Advanced Customisation

60 min

Module 2 - Use cases for Organisations

60 min   30 min

Module 3 - AI and Team Engagement

60 min

CustomGPTs

- Introduction to CustomGPTs
- Customising Prompts
- Building a Process for Consistency
- Use Cases

Knowledge Management

- Knowledge Bases
- Information Access
- Example Use Cases

Communication

- Emails
- Writing and Summaries
- Consistency in Communications across Teams

Support

- Optimising Responses
- Chat Support
- Use Case Examples

Keeping users Engaged

- Understanding Intent
- Simplifying Interactions
- Brainstorming and Reflective Thinking

Enhancing Engagement

- Asking Questions
- Thought Exercises
- Frameworks
- Information Sequences

Workshop 2 booking

Cost - $900+GST (Max 5 attendees)

AI Strategy and Long-Term Integration

Module 1 - Creating a long-term Strategy

60 min   30 min

Module 2 - Branding created FOR AI

60 min   30 min

Entry Strategy using the VEC Framework

- Creating Value with AI
- Improving Efficiency with AI
- Enhancing Communication with AI
- Discovering the right Strategic Questions

Business Soul Discovery

- Defining your Function
- Communicating your Client Goals
- Planning your Actions
- Uncovering your Business Drivers

Discovering the SOUL of your Business

- Reveal your Organisational Principles
- Mine your Clients' Triggers

Embed your Business SOUL

- Train AI on your Business
- Build a CustomGPT to take home (requires GPT plus subscription)

Workshop 3 booking

Cost – $900+GST (Max 5 attendees)