

AI at Work

From Awareness to Action

A two day hands on workshop for every level of the organisation: understand what AI actually is, use it on your real work all day, and leave with a personal 90 day action roadmap and seven working outputs.

DURATION 2 days · 14 hours	GROUP SIZE 12 to 20	FORMAT In person	CERTIFICATE Within 24 hours
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ABOUT THIS WORKSHOP

The principle is simple: people learn by doing, not watching. The facilitator talks for less than a third of the time and participants build for the rest. No activity uses a fictional case study. Every output produced across the two days comes from each participant's actual work, which is why everyone leaves with seven real, usable assets rather than notes.

Across five modules participants learn what AI actually is and where it fits their role, practise structured prompting on their own writing, analysis and communication tasks, produce a complete multimedia communication brief, prototype an improvement to a real workflow, and build a personal 90 day AI Action Roadmap committed to publicly before the room.

WHO THIS WORKSHOP IS FOR

Executives, managers and operational staff across every function. Designed for teams adopting AI together, and no technical background is needed.

No prior AI experience is required. Every activity runs on each participant's own real work rather than a case study, so the workshop suits mixed teams and mixed levels of confidence.

WHAT EVERY PARTICIPANT LEAVES WITH

- Seven real work outputs produced by you during the two days
- A personal prompt library tested on your own tasks
- A ready to produce multimedia communication brief
- A prototype concept card for one real workflow improvement
- A personal 90 day AI Action Roadmap

LEARNING OUTCOMES

By the end of the two days, participants can:

- L01** Explain in plain terms what AI is, what it does well, and where it fails
- L02** Identify the tasks in their own role where AI creates the most immediate benefit
- L03** Apply structured prompt design to real writing, analysis and communication tasks
- L04** Produce a complete multimedia communication brief with AI, covering script, creative direction and production plan
- L05** Prototype an improvement to one real workflow and commit to a personal 90 day AI action roadmap

THE TWO DAYS

WHEN	THEME	WHAT HAPPENS
Day 1 AM	AI unlocked	What AI is and why it matters to your role, real organisational case studies, and your AI opportunity map.
Day 1 PM	Hands on with AI	Prompt design fundamentals, then three fully participant led labs: writing, analysis and communication, all on your real work.
Day 2 AM	AI for communication	Produce a professional multimedia communication brief with AI: script, creative direction and production plan.
Day 2 PM	Your workflow and your roadmap	Prototype a real workflow improvement, then build and publicly commit to your 90 day action roadmap.

HOW WE TEACH

People learn by doing, not watching. The facilitator talks for less than a third of the time and you build for the rest. No activity uses fictional case studies: every output is produced from your actual work, which is why you leave with seven assets you can use immediately.

An AI at Work Certificate is issued digitally by Future Edge Institute within 24 hours, recognising active participation and output, not just attendance.

Delivered in house and priced per engagement. These workshops are commercial corporate training and are not government subsidised.

Bring this workshop to your organisation

Fees, dates and in house runs: sales@kydongrp.com