

LEVEL 1 + LEVEL 2

Workshop Comparison

Two levels, built to be taken in sequence. Level 1 creates individual fluency across the workforce. Level 2 turns that fluency into documented, governed process the organization owns.

FEATURE	LEVEL 1 AI in the Workplace Upskilling for the Future	LEVEL 2 From AI Use to AI Integration Building Systems that Scale
PRIMARY FOCUS	Building practical AI fluency and confidence for everyday work. Participants move from cautious exposure to durable capability, with verification and ethics built into how they already work.	Designing scalable, governed AI-enhanced workflows. Turns scattered individual use into documented process the organization owns, not knowledge held by one person.
IDEAL AUDIENCE	Individual contributors and people managers. All staff, with cohorts mixed across departments and seniority so shared vocabulary forms across the whole workflow.	Managers, directors, and implementation leads. AI champions, process and operations owners, and IT or data leadership who will own policy and tooling standards.
DURATION	2 days. Separate the two days by at least three days so Day 1 habits get practiced in real work first.	1 day. Level 1 or equivalent fluency is a prerequisite. The day opens with a competency check.
CORE OUTCOME	Employees use AI responsibly and effectively. Each leaves with tested prompts, a finished real-work deliverable, a personal AI User Manual, and a 30-day plan.	Teams design, govern, and scale AI workflows. Each leaves with an Integration Blueprint: a mapped workflow, zoned judgment boundaries, a prompt template, and a four-week scaling plan.
KEY EMPHASIS	Hands-on tool use, prompting, ethics, and verification. Prompting is taught as a skill rather than a script, through drills, peer critique, and a supervised application lab.	Workflow architecture, governance, and ROI protection. Real processes are broken into steps and invisible work, then friction is labeled: repetition, delay, transformation, or judgment.
AI TOOLS EXPLORED	Claude, ChatGPT, Microsoft Copilot, and Google Gemini. Compared side by side in a team prompt challenge so participants learn to choose the right tool.	Custom tools, prompt libraries, and governance structures. Recurring tasks become structured, versioned templates a colleague can run without explanation.
ETHICS & RISK	Responsible use, bias awareness, and output verification. Hallucination patterns, the CHECK habit, named no-go zones, disclosure norms, and a personal ethics checklist.	Human-in-the-loop design and governance frameworks. Green, yellow, and red judgment zones with a named checkpoint on every yellow and red step, plus data sensitivity and audit trails.
IMPLEMENTATION FOCUS	Individual workflows and daily tasks. One real work task is completed, verified, and disclosed before the room clears, so transfer is demonstrated.	Team and organization-level processes. The documentation, guardrails, and oversight that turn one person's method into the team's standard, including shadow AI.
IDEAL COHORT SIZE	20 to 25 participants	15 to 20 participants
WHY THIS SIZE WORKS	Supports hands-on practice and engagement. The cap protects small group work and the facilitator attention the application lab depends on.	Enables deeper design and governance discussion. The smaller room allows peer review of every blueprint and honest debate about judgment boundaries.

Not sure which option is right for your organization?

We help clients select the level that aligns with their current AI maturity, workforce readiness, and operational goals.

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