

WORKSHOP · LEVEL 1

AI in the Workplace

Upskilling for the Future

A hands-on workshop that takes a workforce from cautious exposure to durable capability. Participants leave with verification, ethics, and prompting built into how they actually work, not as theory but as habit.

<u>DURATION</u>	<u>COHORT</u>	<u>FORMAT</u>	<u>BUILT FOR</u>
2 days	20 to 25 participants	Live, in person	All staff

WHAT PARTICIPANTS BUILD

- **Shared mental models.** What AI is, what it is not, and why LLMs predict rather than know.
- **Verification discipline.** The CHECK framework applied to real outputs, with approve, reject, or escalate calls made out loud.
- **Ethical boundaries.** Named no-go zones, disclosure norms, and a personal AI ethics checklist.
- **Prompting as a skill.** The CRAFT framework plus six prompting techniques, drilled through refactoring and peer review.
- **Multi-platform fluency.** Side-by-side work in Claude, ChatGPT, Copilot, and Gemini.
- **Transfer to the job.** A real work task completed and verified before the room clears.

THE TWO-DAY ARC

DAY 1 · FOUNDATIONS & JUDGMENT

Establishes the shared language and the guardrails. No one leaves overconfident. That is intentional.

Foundations of AI. Generative versus traditional AI, LLM mechanics, and the three modes of human and AI interaction.

AI Fluency & the 4Ds. Delegation, Description, Discernment, and Diligence, mapped onto a real task from each participant's role.

Responsible AI & verification. Bias detection, hallucination patterns, and a hands-on CHECK verification lab.

Human oversight & judgment. Gray-area scenario sorting, group standard-setting, and a personal ethics checklist.

DAY 2 · PRACTICAL SKILL & TRANSFER

Turns understanding into repetition. Participants stop learning about AI and start forming habits.

Prompting as a skill system. Refactoring drills and structured peer review against a shared quality rubric.

Platform comparison lab. A team prompt challenge run across four platforms with industry scenario cards.

Personal AI User Manual. A reusable preference block that sets context in any tool, any session.

Real-work application lab. A 60-minute capstone on an actual task, verified before day end.

From tasks to habits. Automation mapping and a calendar-bound 30-day plan with an accountability partner.

WHAT PARTICIPANTS LEAVE WITH

- **Three or more tested prompts** written against their own recurring tasks, refined through peer review, ready to use the next morning.
- **One finished, real-work deliverable** produced in a supervised lab on Day 2.
- **A personal AI User Manual** identifying where they will use AI, where they will not, and how they will check it.
- **A written 30-day commitment** tied to specific dates on their own calendar, not a general intention to try harder.
- **A verification routine** that catches fabricated output before it reaches a customer or a report.
- **Shared language across the room** so a scheduler, an engineer, and a controller describe the same workflow the same way.

MIXED COHORTS ARE INTENTIONAL

We do not sort participants by seniority or skill. A cohort deliberately mixes departments and levels, because **the advanced users in the room become the strongest teaching asset**, and because shared vocabulary only forms if the whole workflow is represented. Someone already using AI daily works the same exercises against harder problems from their own role and leaves with a sharper deliverable, not a repeated lesson.

HOW OUTCOMES ARE MEASURED

BEFORE THE WORKSHOP

A pre-training survey and self-assessment captures confidence, current usage, and platform familiarity for every participant.

AT WORKSHOP CLOSE

A 15-question knowledge check, a facilitator review of each capstone deliverable, and a re-run of the same self-assessment for a scored comparison.

POST-WORKSHOP

A practical project due within two weeks, and a 30-day survey measuring sustained use and adherence to the commitments people made.

WHAT IS INCLUDED

Intro call and curriculum customization to your industry and context • pre-training readiness assessment • two days of live facilitation by a senior practitioner • participant workbooks, handouts, and custom scenario cards • knowledge check and post-training survey • written summary report with workforce insights, pre- and post-training readiness indicators, suggested next steps, and prioritized recommendations.

DELIVERY REQUIREMENTS & SCHEDULING

This workshop is designed and validated as a live, in-person session. The highly interactive activity structure depends on table groups, physical scenario cards, gallery walks, and cross-table challenge rounds that do not transfer cleanly to a virtual format.

Ideally, the two days should not be scheduled back-to-back. We recommend a minimum of three days between Day 1 and Day 2 so participants can practice the verification and boundary-setting habits from Day 1 in their actual work before going deeper on Day 2.

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