

Integrating AI into Your Work

BUILD A CONSISTENT, DELIBERATE PRACTICE WITH AI

Integrating AI into Your Work is a live, three-hour virtual workshop that helps professionals move from occasional, ad hoc AI use to a consistent, deliberate practice. Through a recurring case study built around five connected challenges, participants learn to diagnose work before using AI, build context across tasks, and evaluate AI output against a standard rather than a gut check. The workshop can be customized to your organization's industry, priorities, AI policies, and learning objectives.

Duration: 3 Hours (single live-virtual session) **Format:** Live-Virtual via Zoom | **Cost:** \$300 /person



IDEAL PARTICIPANTS

Designed for professionals who've completed Jumpstarting AI Adoption, or have equivalent hands-on AI experience, and are ready to move beyond one-off prompting, including anyone with recurring work who wants a reliable, repeatable way to use AI they can trust.

WHAT PARTICIPANTS GAIN

Participants leave with skills they can immediately apply, including how to:

- ✓ Spend less time on AI answers that miss the mark.
- ✓ Stop retyping the same context into every AI prompt.
- ✓ Turn messy data into findings you can defend to your boss.
- ✓ Catch weak AI output before it reaches your boss or client, not after.
- ✓ Leave with a plan to develop a reliable workflow for your own recurring work.

THREE-HOUR LEARNING JOURNEY

- 1 **Understand & Build Context**
Decide what a task actually needs, your role, audience, and the decision it supports, before engaging with AI.
- 2 **Analyze & Strengthen Judgment**
Turn messy data into findings you can question, prioritize, and stand behind.
- 3 **Evaluate the Output**
Check an AI-generated draft against evidence, audience, and a standard that protects quality, not a gut check.
- 4 **Build the Workflow**
Connect the pieces into one repeatable process you can run again.
- 5 **Renew It**
Run the workflow against new data and see what breaks, before it becomes a habit.

CORE DELIVERABLES



Student Guide

Slides, supporting text, examples, and practical guidance that reinforce learning during and after the workshop.



Student Workbook

A fillable companion for the live Challenges, holding case details, source documents, and prompts, plus space to capture your work as you go.



Capability Guides

One-page reference aids that summarize key concepts, workflows, and practical techniques for everyday use.



AI Acceleration Guide

A curated collection of prompts, workflows, and best practices participants can immediately apply in their own work.

* These materials will be bundled in a single, simple deliverable for ease of use.

Register Now!

