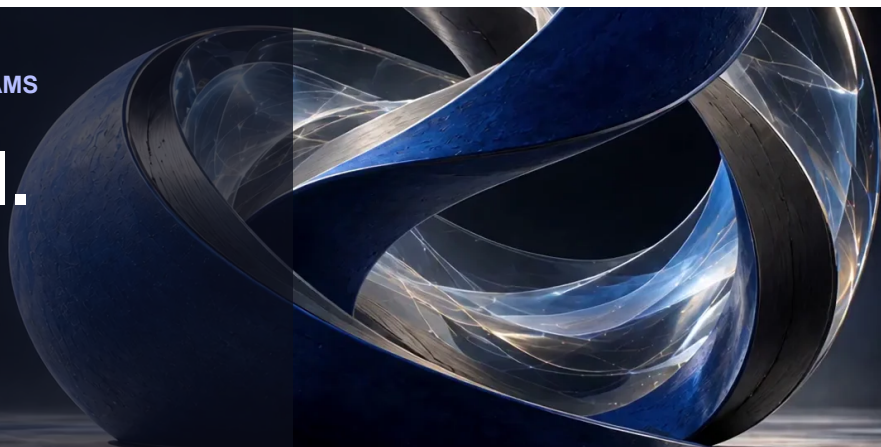


PRACTICAL TRAINING FOR BUSINESS TEAMS

Understand AI. Put it to work.



A hands-on workshop for people using AI in everyday work.

120 minutes minimum. Up to eight participants.

Bring one useful task, practise safely and follow up after 14 days.

Who it is for

Teams that want a clearer starting point with their approved AI tools. We shape the examples around relevant work such as drafting, summarising, comparing and organising information. The aim is more confident practice and better checking, not guaranteed automation or savings.

What happens in the session

000-015 min Understand the tool

015-035 min Set useful context

035-060 min Make the workspace useful

060-105 min Work on a real task

105-120 min Choose what happens next

What you take away

A participant prompt booklet, a reusable prompt or context note to keep working on, and a named task with checking steps. The session includes a follow-up after 14 days to discuss use and unresolved questions. Completion depends on access, the task and the time needed to review the result.

Preparation and quote

Preparation is additional to the 120-minute session. We confirm the group, approved tools, access, example material, delivery format and trainer fit before quoting. Request a written quote; this document does not set prices or promise a return.

AGREE THE WORK BEFORE THE WORKSHOP

Prepare well. Measure honestly.

Before the session

Participants complete a short intake and bring a suitable device. The organiser confirms the approved tool, account and information-handling rules. Use fictional, approved de-identified or otherwise explicitly permitted material. Connections and account changes need the authorised person; they are not assumed deliverables.

Trainer selection and delivery

TechGuider confirms a trainer whose relevant experience fits the agreed task and group. Brooke Boielle is TechGuider's founder. Confirm who will deliver the session, support arrangements and the follow-up channel in the booking. TechGuider is Sydney-based and works across Australia; delivery arrangements are agreed in the quote.

A proposed way to evaluate the workshop

Choose one repeatable task with the organiser. Record a short baseline before training, then review a 14-day practice period. Use comparable work and include the effort needed to check and correct the output. This is a suggested evaluation method, not a prediction of benefit.

TIME

Record end-to-end minutes per task, including prompting, checking and rework.

QUALITY

Agree an acceptance checklist. Record usable, rework needed or rejected, and why.

USE AND FRICTION

Record task volume, actual use, permission issues and cases that should stay with a person.

Keep the limits visible

A small pilot cannot establish a guaranteed result. Differences in task difficulty, workload, experience and checking can change the comparison. Do not turn an assumed hourly rate or a sample calculation into a client outcome. Report disappointing and inconclusive results too.

Start with your team and one task

Tell us the group size, approved platform and the work you would like to practise.

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