Calabash
AI TRAINING

Practical AI Skills for the Workplace

Full-day practical AI programme



PRACTICAL AI FOR THE WORKPLACE

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Full-day practical AI programme

Move from experimenting with AI to using it effectively

Many employees have experimented with AI. Fewer have developed the skills to consistently get useful, reliable results from it. Practical AI for the Workplace is a hands-on programme designed to build genuine AI proficiency. Participants learn the fundamentals, practise practical techniques and apply them to the types of work they perform every day.

FULL DAY

Focused, practical online or face to face workshop

NON-TECHNICAL

Designed for everyday knowledge work

HANDS-ON

Demonstrations, examples and practical use

WHO'S IT FOR?

Non-technical employees who want to develop practical AI skills — from beginners through to people who are already experimenting with AI.

LEARNER OBJECTIVE

"I can use AI effectively across a range of everyday tasks and can identify practical opportunities to improve how I work."

WHAT PARTICIPANTS WILL LEARN

Participants learn the fundamentals, practise practical techniques and apply them to the types of work they perform every day.

1. UNDERSTAND AI

Build a practical mental model of AI's capabilities, limitations and appropriate use.

2. WORK EFFECTIVELY WITH AI

Learn how to brief AI, provide context, use documents and source material, iterate and improve outputs.

3. APPLY AI TO KNOWLEDGE WORK

Use AI across six fundamental types of work:

- Create
- Research
- Analyse
- Transform
- Decide
- Communicate

4. EVALUATE AI

Learn how to identify hallucinations, challenge outputs, verify important information and apply quality criteria.

5. REDESIGN WORKFLOWS

Move beyond individual tasks and identify where AI could improve an entire piece of work.

6. REAL WORLD APPLICATION

Hands on practical experience with real world examples

LEARNING OUTCOMES

BY THE END, PARTICIPANTS WILL BE ABLE TO...

01 Understand how modern AI can support their work

02 Communicate more effectively with AI

03 Use AI with documents, data and other source material

04 Apply AI across a range of workplace activities

05 Evaluate and improve AI-generated work

06 Identify opportunities to redesign existing workflows

ILLUSTRATIVE AGENDA

Introduction & Overview of Generative AI
What generative AI can and can't do and the role of human judgement.

Brief & Steer AI
Setting objectives, providing context and source material, defining quality criteria and improving results through iteration.

Use AI to Develop Your Thinking
Use AI as a thinking partner to explore hypotheses, assumptions, alternatives to business problems while keeping decisions with people.

Using AI to Analyse Data
Use a realistic data to identify patterns, ask better questions and communicate findings while checking accuracy and limitations.

Using AI to Communicate More Effectively
Plan, draft and refine audience-specific communication with appropriate review for facts, tone and omissions.

Creating Reusable Outputs with AI
Turn a successful approach into reusable instructions and repeatable outputs.

Intro to Workflow Design & Agentic AI
Explore how tasks become workflows, where AI agents can help and where human approval remain essential.

Apply AI to Your Work
Select a realistic scenario, apply the day's methods and define next steps for improving work.

UNDERSTAND
Build the mental model needed to use and interpret AI outputs intelligently.

DEMONSTRATE
See AI in action through practical examples against real business scenarios.

APPLY
Connect the learning to everyday work and identify where AI could transform effectiveness.

CONTACT:

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INVESTMENT:

£850 per participant

Contact us for bespoke packages

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Are you ready to put AI to work?

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