Arthiq.

COURSE OUTLINE

WE WANT TO USE AI WELL, AND SAFELY.

Practical AI for Everyday Work

A clear, jargon-free introduction that gets a whole team productive with AI on real tasks, without the risks no one warned them about.

FORMAT
In-house workshop

LENGTH
Half-day

BUILT FOR
Any team

WHAT YOUR TEAM WALKS AWAY WITH

Work confidently with AI on real tasks like writing, research and analysis, and avoid the common, costly mistakes.

THE SESSION, STEP BY STEP

1. What AI tools are good at
2. Writing better prompts
3. Real tasks, hands-on
4. Iterating to better answers
5. Mistakes that cause trouble
6. Keeping company information safe
7. Your cheat-sheet

A half-day starting agenda, built around your team's real tasks.

YOU KEEP

- **Team AI cheat-sheet**, prompts and techniques that work, on one page
- **Safe-use ground rules**, a short set everyone agrees on
- **Draft acceptable-use policy**, optional ending: approved tools, data, exceptions
- **One-page staff guide**, optional ending: the rules your team helped write
- **Staff attestation form**, optional ending: for each member of staff to sign

WHO IT'S FOR

Any team wanting to use AI well

WHY THIS MATTERS NOW

AI is in everyday software

The tools your team already uses now have AI built in, so people experiment regardless.

The real question goes unanswered

Most AI training teaches the tools, not what staff are allowed to do with them.

A grounding now saves later

A short shared grounding now prevents the messy, costly mistakes later.

Bring this session to your team.

Tell us your team and what you want them to walk away with. We'll come back with a scoped session and dates.

Book a discovery call

or **founders@arthiq.co**

arthiq.co/enquire

Onsite, Singapore and Asia

A scoped session and dates