

---

# Practical AI for Everyday Work

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

**WHO IT'S FOR**

Any team that wants to use AI well and safely day to day.

**FORMAT**

In-house workshop

**LENGTH**

Half-day

## What your team walks away with

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

## What you'll learn

- ✓ Understand what today's AI tools are actually good at, without the jargon
- ✓ Write better prompts so you get useful results instead of vague ones
- ✓ Work through real tasks: drafting, summarising, researching and analysing
- ✓ Recognise the common mistakes that get people into trouble and steer clear of them
- ✓ Keep company information safe when using AI tools
- ✓ Leave with a team cheat-sheet and a set of safe-use ground rules

## Curriculum

## **01 What today's AI tools are actually good at**

- A simple, jargon-free picture of what an AI assistant does
  - Why the same question can give different answers each time
  - What the tool does and doesn't know, and why it can be out of date
  - The kinds of tasks it shines at versus the ones it struggles with
  - Setting realistic expectations before you start
- 

## **02 Writing better prompts to get useful results**

- The parts of a good prompt: role, task, context, constraints, format
  - Giving examples so the tool matches the style you want
  - Asking for output as a list, table, summary or draft
  - Letting the tool ask you clarifying questions
  - Turning a vague request into a specific, answerable one
- 

## **03 Real tasks: drafting, summarising, researching, analysing**

- Drafting and rewriting emails, reports and notes for the right tone
  - Summarising long documents, threads and meetings
  - Using AI to explain and research, with checking built in
  - Pulling out, sorting and analysing information from text
  - Brainstorming and working through problems with the tool
- 

## **04 Iterating to get better answers**

- Treating prompting as a loop: draft, look, refine
  - Adding constraints or examples when the answer misses
  - Building up a long piece step by step instead of all at once
  - Combining a few simple techniques for stronger results
  - Knowing when to stop refining and start over
- 

## **05 The mistakes that get people in trouble — and how to avoid them**

- Why a confident, well-written answer can still be wrong
- What hallucinations are and how to catch them
- Cross-checking facts against trusted sources before relying on them
- Spotting biased framing, missing evidence and stale information
- When to trust your own judgement over the tool

## 06 Keeping company information safe

- What should never be pasted into a public AI tool
  - Public tools versus approved company tools, and the difference
  - How to tell whether a tool may keep or learn from what you type
  - Simple habits that prevent accidental data leaks
  - A quick 'is this OK to share?' check before you paste
- 

## 07 A cheat-sheet and ground rules your team keeps

- A one-page cheat-sheet of prompts and techniques that work
- A short set of safe-use ground rules everyone agrees on
- A starter set of reusable prompts for common tasks
- The 'what to check' reminder for any AI output
- A reference the whole team keeps and adds to

## You keep

A team AI cheat-sheet and safe-use ground rules.

---

**Arthiq** — live, in-person AI training for high-stakes teams.

Book a session: [founders@arthiq.co](mailto:founders@arthiq.co) · <https://arthiq.co>