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Call: +1 434-509-6890 or Email: sales@cloudcontraptions.com

AI Fundamentals for All Staff

Class Duration

14 hours of live training delivered over 2-4 days to accommodate your scheduling needs.

Student Prerequisites

- Comfort with everyday office software: documents, spreadsheets, email, and a web browser
- No technical background or programming experience required

Target Audience

Every role in the organization: operations, HR, finance, marketing, sales, legal, support, and management. No technical background is assumed, and nothing in the course requires one. Equally valuable for teams rolling out AI assistants organization-wide and for leaders who want their whole staff to share a common baseline of AI literacy and judgment, so that everyone uses, questions, and checks AI the same way.

Description

This practical, jargon-free course introduces working effectively with AI to every role in the organization: no programming required. Participants learn what modern AI systems can and cannot do, how to write prompts that get useful results, and how to fold AI assistants into everyday work: drafting and editing documents, summarizing and researching, analyzing spreadsheets, and automating repetitive tasks. That includes the newest generation of tools, AI agents that carry out entire multi-step tasks (research, document drafting, file handling) on a person's behalf. The course is deliberately tool-agnostic: participants practice with whichever assistant their organization provides, whether ChatGPT, Claude, Microsoft Copilot, or Google Gemini, and everything taught transfers between them. Judgment receives as much attention as mechanics: verifying AI output, recognizing hallucinations, protecting sensitive data, and knowing when a human needs to stay in the loop. Every topic is practiced against ordinary workplace situations, and participants leave with working habits they can apply the same day.



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Learning Outcomes

- Explain in plain language how modern AI assistants work, what they do well, and where they fail.
- Write clear, well-structured prompts and refine results through follow-up conversation.
- Draft, edit, and adapt workplace documents with AI: emails, reports, proposals, and meeting notes.
- Summarize long documents and conduct research with AI, checking summaries against their sources.
- Analyze spreadsheets and everyday business data by asking questions in plain language.
- Delegate multi-step tasks such as research, document drafting, and file handling to AI agents, and review the results before relying on them.
- Verify AI output systematically, recognize hallucinations, and match the depth of checking to the stakes of the task.
- Protect sensitive and confidential information when working with AI tools, and apply your organization's usage policies.
- Decide when a task can be handed to AI and when a human needs to stay in the loop.
- Build daily working habits and shared team practices that make AI use consistent and dependable.

Training Materials

Comprehensive courseware is distributed online at the start of class. All students receive a downloadable MP4 recording of the training.

Software Requirements

Students need access to a modern AI assistant (such as ChatGPT, Claude, Microsoft Copilot, or Google Gemini) through their organization or a free account, and a web browser. No installation required.

Training Topics

How Modern AI Assistants Work

- What AI assistants are and how they generate responses, in plain language
- Today's mainstream tools: ChatGPT, Claude, Microsoft Copilot, and Google Gemini

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- What AI does well: language, summarization, structure, and ideas
- Where AI falls short: facts, arithmetic, recent events, and judgment
- Why assistants sound confident even when they are wrong

Writing Effective Prompts

- The anatomy of a good prompt: goal, context, format, and constraints
- Providing background information and examples
- Specifying tone, audience, and length
- Refining results through follow-up instead of starting over
- Common prompt mistakes and how to fix them

Working with Documents

- Drafting emails, reports, proposals, and meeting notes
- Editing for clarity, tone, and audience
- Turning rough notes into polished prose
- Adapting one piece of writing for different readers
- Using AI as a second reader for review and proofreading

Research and Summarization

- Summarizing long documents, reports, and email threads
- Asking questions about an uploaded file
- Combining and comparing information from multiple sources
- Using assistants that search the web for current information
- Knowing when to check a summary against the original

Working with Data and Spreadsheets

- Uploading a spreadsheet and asking questions in plain language
- Finding patterns, totals, and outliers
- Getting help with formulas and data cleanup
- Turning numbers into charts and clear explanations
- Sanity-checking AI-generated figures before sharing them

AI Agents That Do Multi-Step Work

- How agents differ from a simple chat conversation
- Handing off research, drafting, and file handling tasks
- Writing instructions clear enough to act on without you
- Reviewing an agent's results before acting on them
- Choosing which tasks are ready to delegate and which are not



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Verification, Accuracy, and Hallucinations

- Why AI systems make things up and how to spot it
- Checking names, numbers, dates, quotes, and citations
- Asking the assistant for its sources
- Matching the depth of checking to the stakes of the task
- Habits that catch errors before they spread

Privacy, Confidentiality, and Responsible Use

- What happens to the information you share with an AI tool
- Protecting customer, employee, and company data
- Working within your organization's AI policy
- Attribution, disclosure, and fairness basics
- When a human must stay in the loop

Building Daily Habits and Team Practices

- Spotting AI opportunities in your own workday
- Automating repetitive tasks one step at a time
- Keeping a personal library of prompts that work
- Sharing effective practices with your team
- Staying current as AI tools change