AETHEIS Technology Different

Generative AI Essentials

AI at work for every employee, in any tool, with prompting that works

THE PROBLEM

Most employees have an AI assistant and use it as a search box, or not at all. A few use it with company data they should not. Everyone needs the same safe, practical method, whatever tool the company chose.

YOU LEAVE WITH

1. Three tasks from your own job done with AI, checked and ready to use.
2. A prompting method that works in Claude, ChatGPT, Copilot or Gemini.
3. A personal prompt kit and a one-page card of where each feature sits in each tool.

LEARNING OUTCOMES

- Use an AI assistant safely for three tasks of their own job.
- Structure a prompt that gives usable output first time, in any of the four main tools.
- Check AI output before using it and recognise when it cannot be trusted.

DURATION
Half-day, 08:30 to 12:30

HANDS-ON
3h15 practice, 0h30 theory (13%)

FORMATS
In-house or public; full online version on Learn N' Succeed

GROUP SIZE
10 to 24 participants

LANGUAGE
English; French on request

TOOLS
Laptop; the AI assistant your organisation uses

ATTESTATION
Certificate of attendance

WHO SHOULD ATTEND

All staff, at every level. No technical background needed.

WHERE THIS SITS ON THE PORTOLAN ROUTE

Every AI course can feed a Portolan roadmap

1 · next	2	3	4	5	6
Session	Bearings	Route	First Crossing	Fleet	Harbour

PROGRAMME

Time	Block	Theory	Practice
08:30–10:15	**Your first three tasks.** What AI does well and badly; your own tasks done with AI	15 min	90 min
10:30–12:30	**A method for any tool.** Prompt structure, checking output; your personal prompt kit	15 min	105 min
Total	Breaks not counted	**0h30**	**3h15**

LABS, ON YOUR OWN MATERIAL

Three real tasks
Your own email, summary and list, done and checked.

Prompt kit
Reusable prompts for your job, tested in your tool.

WHAT TO BRING

Three everyday tasks from your job: an email to answer, a document to summarise, a list to sort.

AFTER THE COURSE

Atlas, the AI coach on Learn N' Succeed, follows up at day 3, 7 and 30. Your work and the prompt kit stay in your space and can feed a Portolan roadmap.

LEARNING PATH

BEFORE	THIS COURSE	AFTER
FLU2 Responsible AI Use	**FLU1 Generative AI Essentials**	FLU3 Claude AI for Executives and Managers, or FLU4

FORMATS AND PRICE

Rs 18,000 · €350 · USD 400

per participant

Half-day, excluding VAT; refreshments and materials included
Public sessions through the year
In-house on request, 10 to 24 participants

Not sure where to start?
Book the Portolan 20-minute call →
aetheis.com/portolan