AETHEIS Technology Different

AI Assistants for Managers

Microsoft 365 Copilot, ChatGPT and Gemini editions

THE PROBLEM

Your organisation chose Copilot, ChatGPT or Gemini, and most managers use a fraction of it. Generic courses teach someone else's tool; this one works in yours, on your own documents.

YOU LEAVE WITH

1. Finished work produced from your own documents in your company's tool.
2. A reusable workspace or assistant for one recurring responsibility.
3. A personal prompt kit and three tasks removed from your week.

LEARNING OUTCOMES

- Produce analysis, drafts and summaries from their own documents in their organisation's AI assistant.
- Structure prompts for usable output first time and correct output that misses.
- Set up a reusable workspace or assistant for a recurring responsibility.
- Verify output and apply their organisation's confidentiality rules.

DURATION
Full day, 09:00 to 17:00

HANDS-ON
5h30 practice, 1h00 theory (15%)

FORMATS
In-house, in the edition matching your platform

GROUP SIZE
10 to 20 participants

LANGUAGE
English; French on request

TOOLS
Laptop and your company's AI assistant licence

ATTESTATION
Certificate of attendance

WHO SHOULD ATTEND

Managers and team leads in organisations on Microsoft 365 Copilot, ChatGPT Enterprise or Gemini.

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
09:00–10:45	**Your first real task.** What your tool reads and remembers; a task on your own document	15 min	90 min
11:00–12:30	**Usable output first time.** Prompt structure and diagnosis; correcting a failed output	15 min	75 min
13:30–15:00	**Making it repeatable.** Workspaces, files and agents in your tool; one for a recurring task	15 min	75 min
15:15–17:00	**Judgement and risk.** Verification, confidentiality; personal workflow audit	15 min	90 min
Total	Breaks and lunch not counted	**1h00**	**5h30**

LABS, ON YOUR OWN MATERIAL

Your first real task
One of your documents turned into finished work.

Fix a failed output
Diagnose why the answer missed, and correct it.

Build a workspace
A reusable setup for one of your recurring tasks.

Workflow audit
Three tasks removed from your week, with the time recovered.

WHAT TO BRING

Your laptop with your company's AI assistant signed in, and three real work artefacts.

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
FLU1 Generative AI Essentials

THIS COURSE
FLU4 AI Assistants for Managers

AFTER
FLU5 Custom AI Assistant Design

FORMATS AND PRICE

Rs 32,000 · €600 · USD 700

per participant

Full day, excluding VAT; lunch and materials included
Public sessions through the year
In-house on request, 10 to 20 participants

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