AETHEIS Technology Different

AI for Business Writing

Write less, deliver more

THE PROBLEM

Reports, proposals, procedures and board papers eat days of senior time, most of it on first drafts and reformatting. AI can draft; the judgement has to stay yours.

YOU LEAVE WITH

1. A full first draft of your next document, built from a one-paragraph brief.
2. An edited version of a document that took too long, 30% shorter.
3. A reusable template and prompt for a document you write every month.

LEARNING OUTCOMES

- Draft a structured document from raw notes in a fraction of the usual time.
- Review and tighten any draft against a clear standard of audience, length, structure and tone.
- Build a reusable template and prompt for a recurring document.

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

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

FORMATS
In-house half-day; in public, paired with OPS4 as one full day

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

Managers and professionals who write reports, proposals, procedures, board papers or client letters.

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	**Draft fast.** Brief before you draft; outline, then section by section	15 min	90 min
10:30–12:30	**Review and standardise.** AI as editor; checking facts; your recurring template	15 min	105 min
Total	Breaks not counted	**0h30**	**3h15**

LABS, ON YOUR OWN MATERIAL

Brief, then draft
Your next document, first draft done.

Edit and template
30% cut, claims checked, a template for next time.

WHAT TO BRING

One document that took too long, and the raw inputs for the next one you must write.

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
FLU1 Generative AI Essentials	**OPS5 AI for Business Writing**	OPS6 AI for Team Management

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