



AI Foundations for Business Teams Training

Practical, beginner-friendly AI training workshop for non-technical staff

www.ai-pathway.io

AI Foundations for Business Teams

AI Foundations for Business Teams is a practical, beginner-friendly AI training workshop for non-technical staff who want to use tools like Claude, ChatGPT and other chat tools safely and confidently at work. This is our most popular training.

Delivered live over 3 to 4 hours, online or in person, it takes a team from "I've heard of AI" to using it well on everyday tasks, with a clear framework for choosing the right tool, better prompting, and safe, responsible use.

Teams leave with a shared foundation and a 30-day plan to make it a habit.

Best for: Companies, departments, HR teams, managers, operations teams, marketing teams, sales teams, admin teams, and any staff who need practical AI skills at work.

Typical time frame: 3 to 4 hours (Can be broken into 2 sessions)

Format: Online or in-person workshop

Delivery: Live, facilitated training with practical exercises and live tool demos

Skill level: Beginner-friendly and designed for non-technical teams

AI Foundations is designed for organisations that want their teams to use AI safely, confidently, and productively from day one. Many employees are already experimenting with tools like Claude, ChatGPT, Gemini, and Copilot, but without proper grounding, usage stays inconsistent, risky, or hit-and-miss.

This workshop takes teams from "I've heard of AI" to "I know how to use it well." It covers what AI actually is (in plain language), the three types of AI tools and when to reach for each, and a simple framework for picking the right tool for the job. Teams learn practical prompting, from clear everyday instructions through to more advanced techniques if requested, so the output sounds like your team, not a generic template.

It also covers the parts most self-taught users miss: how to personalise your chat tool, to sound like you, and how to work safely. We tackle the five real risks head-on, bias, hallucinations, copyright, data privacy, and glitches, and give teams a plain-language rule of thumb for what should never go into a public AI tool. Throughout, the principle stays the same: AI drafts, and the professional decides.

Participants leave with skills they can use immediately on everyday tasks such as writing, summarising, research, planning, reporting, customer communication, and internal communication, plus a 30-day plan to turn what they've learned into a genuine working habit.

What this training covers:

- How AI works, in plain language
- The history timeline of AI
- Differences between AI and Gen AI
- The three types of AI tools and a simple 6-step framework for choosing the right one
- The different Chat tools and what they are best used for – Claude, ChatGPT, Gemini, and other workplace AI tools
- Better prompting, from everyday instructions to advanced techniques
- Personalising your chat tool to speak like you
- Live Demos on using AI for 12 different use cases like writing, research, planning, summarising, and many more
- Safe and responsible AI use: bias, hallucinations, copyright, data privacy, and glitches
- A 30-day implementation plan to build lasting AI habits
- Includes a prompt booklet and a prompting guide as takeaways

Optional extra: Short live demos of 3-4 specialised tools showing how AI builds Visuals, audio, video, and presentations. This just gives a taste that AI tools are not only limited to chat.

Best outcome: Your team leaves with a shared AI foundation, safer habits, better prompts, and the practical confidence to use AI well, backed by a plan to keep it going.

Cost:

- Minimum 10 people per session
- Per person: \$150 (*Optional extras not included)

Your Training Host



I help non-technical professionals and teams use AI with more confidence.

My training focuses on practical use, clear examples and responsible adoption. With 18 years of experience in ecommerce and digital business, I focus on helping people apply AI to real work without hype or confusing technical language.

As an entrepreneur myself, I understand the challenges of balancing work and personal life. My mission is to make AI accessible to everyone, especially those who feel left out of the tech conversation.

Everyone deserves the chance to move to the next step in life. I focus on practical, step-by-step guidance that removes the overwhelm and builds confidence.

Kerry Clark

Founder and AI Trainer, AI Pathway

Ready to book your training?

Contact Us:

kerry@ai-pathway.io | Info@ai-pathway.io