



Ayutech Ai Labs

AAL-301: Three-Day Programme on Applied AI for Managers and Teams

(Customizable as per Client's Specific Requirements)

Day 1: Foundations & Everyday AI Tools

09:30 AM - 11:00 AM

Session 1: Introduction to AI

- **What AI Actually Is, in Plain Language** - A shared, non-technical mental model for what AI is, before naming any specific tool - so every participant starts from the same baseline understanding.
- **AI Use Cases Across the Organization** - Concrete, non-generic AI applications mapped directly onto real workflows across Operations, Finance, HR, Procurement, Sales, Marketing and Customer Support.
- **A Brief Peek Under the Hood** - A simple, plain-language explanation of what really happens between a prompt and a response, and what that means in practice.
- **Types of AI Models** - A high-level map of the main categories of AI models in use today, and where each is generally applied.
- **Accuracy & Hallucination in AI** - Why AI can be confidently wrong, and building the habit of verifying AI output before it informs a real business decision.

11:00 AM - 11:15 AM

Tea break

11:15 AM - 01:00 PM

Session 2: Core AI Assistants

- **ChatGPT: Your Everyday Chat Assistant** - Orientation to the interface, plans and capabilities, essential features, and everyday use cases.
- **Prompting as a Business Skill** - A repeatable Role-Context-Task-Format framework for turning a vague ask into a prompt that reliably produces useful output.
- **Claude: Your Long-Memory Assistant** - Where Claude's larger working memory and consistency give it an edge over single-turn chat for longer or repeat tasks.
- **Google Gemini: Built Into Your Workspace** - Using Gemini natively inside Gmail, Docs and Sheets, where the work already happens.
- **Microsoft Copilot: Everyday Productivity** - Using Copilot inside Outlook, Excel and PowerPoint for everyday productivity tasks.

01:00 PM - 02:00 PM

Lunch break

02:00 PM - 03:15 PM

Session 3: Everyday Data & Communication Tools

- **AI in Google Sheets** - Reframing the spreadsheet participants already use daily as an AI-augmented tool for formulas, summaries and quick insights.
- **Gmail / Outlook as an Automation Trigger** - How an incoming or outgoing email can kick off a downstream automated action.
- **WhatsApp Business API** - How an AI assistant can read and respond to customers, citizens or stakeholders through the WhatsApp Business channel they already use.

- **Integrating Multiple Messaging Channels** - Connecting a single AI assistant across the various messaging channels your teams use with customers, vendors and field offices.
- **AI in Google / Microsoft Forms** - Using a simple form as the front-end that captures a request and feeds it into an AI-driven workflow.

03:15 PM - 03:45 PM

Session 4: AI for Presentation & Governance

- **PowerPoint Copilot & Gamma** - Turning raw notes into a polished, ready-to-share presentation in minutes, comparing two different tools for the job.
- **Microsoft Purview: Governance** - The admin-level controls available for data privacy and audit, and what responsible AI governance looks like in practice.

03:45 PM - 04:00 PM

Tea break

04:00 PM - 05:00 PM

Session 4: Professional Development

Client to classify trainees as per criteria mentioned in appendix 1 and to select one of the relevant themes mentioned in the appendix 2.

Day 2: Automation, Private Assistants & No-Code Analysis

09:30 AM - 11:15 AM

Session 1: No-Code Assistants & Workflow Builders (Agentic AI or 3rd parties like Make.com)

- **Recap: APIs and the Trigger-Action Concept** - A recap of what a REST API is, and the trigger-then-action model that underlies every no-code automation.
- **A Tour of the selected workflow builder (Agentic AI or 3rd parties like Make.com)** - Getting oriented to the tool - scenarios, modules and connections - before building anything live.
- **Building a Complete Workflow, End to End** - A real, workplace-relevant automation, built step by step, live, from a triggering event through to a final action.
- **Hands-On Practice** - Configuring a simplified automation scenario independently, with support on hand.

11:15 AM - 11:30 AM

Tea break

11:30 AM - 01:00 PM

Session 2: Tokenization Recap & Claude Projects

- **Tokenization, Revisited** - Understanding how AI models break text into tokens, and what that means for what is safe to type into a public assistant.
- **Build Your Own Private Assistant, in Claude** - The steps to configure a private, purpose-built assistant scoped to one repeat business task.
- **Claude Projects: A Reusable Pattern** - Using Claude Projects to store context once and reuse it across every future run of a recurring task, including team-wide use.

01:00 PM - 02:00 PM

Lunch break

02:00 PM - 03:30 PM

Session 3: Data Mining & Analysis using Orange Data Mining

- **Introduction to Orange Data Mining** - A gentle, visual introduction to data analysis with no coding required, and how the drag-and-drop interface works.
- **Hands-On: Building Simple Analysis Workflows** - Building a simple data analysis workflow independently, applied to a realistic organizational dataset.
- **Example Workflows: Visualising the Data** - A short set of example workflows visualising overall data distributions before drawing any conclusions.
- **Model Training & ROC Curve** - Training and evaluating a Random Forest model, and interpreting its performance using an ROC curve.

03:30 PM - 03:45 PM

Tea break

03:45 PM - 05:00 PM

Session 4: Agentic Capability & AI Skills for Day-to-day Work

- **Claude Agent: Multi-Step Action** - Seeing an assistant carry out a multi-step task on its own with minimal supervision, including a research task and a multi-source report task involving REST calls.
- **Make.com AI Agents: A Built-In Decision Step** - Automation that can make a judgement call mid-workflow, rather than only executing a fixed sequence.
- **Claude Skill**: Learn to create reusable packages of instructions, scripts, and workflows that teach Claude how to perform specialized, repeatable tasks automatically
- **Landbot**: Build a Conversational Chatbot - Building a simple conversational chatbot flow, start to finish, using a visual no-code builder.

Day 3: Agentic AI, Capstone Project, Ethics & Governance

09:30 AM - 11:30 AM

Session 1: Professional Development

Client to classify trainees as per criteria mentioned in appendix 1 and to select one of the relevant themes mentioned in the appendix 2. This theme should be different from the one selected for day 1.

11:30AM - 11:45 AM

Tea break

11:45 AM - 04:00 PM

(includes lunch break from 1 PM to 2 PM)

Session 2: Capstone Project Work

- **Anomaly & Risk Detection with a Random Forest Model** - Applying a trained Random Forest model to flag unusual or high-risk records for human review - the same pattern that underlies fraud detection, quality failures, payment defaults and attrition risk.
- **A 100% Private, Locally-Run GPT** - Setting up a self-hosted AI assistant that runs entirely under local control, with no data leaving the device.
- **Lunch break** - A one-hour break is taken within this session, from 01:00 PM to 02:00 PM.

04:00 PM - 04:30 PM

Session 3: Ethics and Governance

General Discussion: Ethics, Governance, Privacy & Adoption - A shared, open conversation reflecting on what responsible AI adoption should look like across the organization, closing with a set of shared ground rules.

04:30 PM - 05:00 PM

Open Q&A, Discussion & Wrap-up

Appendices

Appendix 1: Classification of Audience

Choices of professional development modules to be included as part of this training programme will depend on the seniority and stated priorities of the cohort in question. Broadly speaking, audiences can be classified into the one of the following categories with curriculum emphasis shifting accordingly:

Cohort	Profile	Curriculum Emphasis
Senior Professionals	Leaders with extensive experience, accustomed to setting direction and accountable for outcomes at scale.	For this cohort, the programme is pitched toward governance and strategic judgement: artificial intelligence as a matter for decision-making rather than daily execution, communication as a vehicle for influence and presence, and marketing as a question of brand and reputation.
Mid-Career Professionals	Individuals managing teams or substantial projects, positioned between execution and people leadership.	Here the emphasis falls on practical application: using artificial intelligence to improve team output, leading difficult conversations, understanding team behaviour, and running a digital marketing campaign from brief to measurement.
Early-Career Professionals	Those in the earlier stages of their careers, still forming professional habits and identity.	The focus here is foundational: responsible everyday use of artificial intelligence, workplace communication and behaviour, an introduction to self-

		awareness through assessment, and the fundamentals of digital marketing and mindfulness.
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Appendix 2: The Seven Themes for Professional Development

The table below sets out seven proposed professional development themes, along with their scopes. The table also suggests the target audience class for which each theme should be considered.

Clients should choose two different themes, one each for day 2 and 3.

Theme	Core Focus	Scope	Recommended Audience Classes
Effective Communication	The structuring of messages, the discernment of audience, and the management of high-stakes or difficult conversations.	The module comprises a structured framework, recorded practice, and peer feedback.	Early-Career Professionals Mid-Career Professionals
Understanding Behaviour: Self and Others	Assessment-based behavioural self-awareness, together with the capacity to read and adapt to others.	This module includes an assessment debrief, an introduction to the Johari Window, and a team-based application exercise.	Mid-Career Professionals
Mindfulness and Resilience	Attention, recovery and stress management, treated as professional performance skills rather than wellness peripherals.	This will be divided into two brief sessions, culminating in a personal sustainability plan.	Senior Professionals
Digital Marketing in the Age of	The principal digital channels, campaign fundamentals, and the evolving influence of	This topic covers fundamentals through a	Early-Career Professionals Mid-Career Professionals

Artificial Intelligence	artificial intelligence on content and targeting.	hands-on campaign-building exercise.	
Change Agility and Problem-Solving	A design-thinking approach to navigating ambiguity and resolving genuine organisational problems.	This module is built around a structured problem-solving sprint addressing a live organisational issue.	Early-Career Professionals
Personal Branding and Professional Presence	The manner in which one is perceived, both internally and externally: professional profile, visibility and reputation.	This session comprises a personal brand audit, a workshop on professional profile and online presence, and peer feedback.	Mid-Career Professionals Senior Professionals
Artificial Intelligence Fluency and Application	The judicious and responsible use of generative artificial intelligence and automation in everyday professional practice.	A full-day module encompassing foundational concepts, guided application to an authentic work task, and a concise treatment of ethical and governance considerations.	Early-Career Professionals Mid-Career Professionals