

# Training Workshops

# Workshop: AI Training

Practical AI training on everyday use cases

Training Workshops

## Learn to Apply AI with Lean FS

An interactive 4-hour workshop: precise, practice-oriented, and activating.

### Why & Objective

Many employees hear a lot about AI but don't know how to apply it in daily work. Uncertainty, lack of experience, or unclear benefits often mean missed opportunities. That's why we translate AI into concrete applications for your company. Unlike the Overview Workshop, participants actively work with AI tools and real use cases from their day-to-day work. The workshop is designed so that everyone benefits – regardless of age, experience, or technical affinity. The main goal is to build confidence in using AI tools and to develop concrete skills for everyday work.

### Our Approach

Beforehand, we capture initial use cases with a short questionnaire (8 min), identify suitable tools, and prepare the workshop accordingly. In the training, we convey theoretical basics with simple metaphors, link them to live demos, and add hands-on exercises on the laptop. Your team learns how AI works, why hallucinations occur, and how to handle them effectively.

### Your Benefits

- General foundational knowledge of AI tools
- Confidence in daily AI use
- Understanding of opportunities, limits, and risks
- Practical skills based on real everyday use cases (including files)
- Unified standards and best practices across the team
- Clarity on data security in daily work
- Identification of suitable tools, support with licensing, and internal rollout

*Continued on the next page*

## **Agenda** – Example 5h AI Training Workshop with ChatGPT

**0:00–0:15** Introduction to AI and Legal Framework

*Brief overview of what AI is (and isn't), plus legal basics & mini-quizzes.*

**0:15–0:45** First Steps with AI & ChatGPT

*Intro to AI basics, prompting, user interface, and key functions in simple terms.*

**0:45–1:00** Coffee break

**1:00–1:40** Practice Session 1: Writing & Communication

*E.g., drafting emails quickly, rephrasing, and writing with focus.*

**1:40–2:20** Practice Session 2: Data & Excel

*Create/correct formulas, combine data, analyze & visualize results.*

**2:20–2:30** Coffee break

**2:30–3:00** Practice Session 3: PDFs & Research

*Upload documents, compare/extract content, and summarize efficiently.*

**3:00–4:00** Live Demo: ChatGPT in Daily Work

*Trainer shows real workflows with tips and spontaneous examples from participants.*

**4:00–5:00** Tool Tasting: Bild, Video, Sprache (*lockere Session mit Pizza*)

*Quick comparisons and application ideas for other AI tools with "aha" moments.*

## **Details**

- Duration & Format: 4-5 hours, on-site or virtual
- Tailored: includes preparatory and follow-up discussions
- Suitable for: employees at all levels
- Group size: max. 8 participants per AI trainer
- Departments: can also be delivered in sequence per unit, strongly recommended
- Output: AI Tool Tips Sheet (as PDF)
- Conditions: listed in the appendix

# Your AI Journey Gains Momentum Today



Together we open new paths that lead into the future



**Santiago Walliser**  
Co-Founder

I look forward to learning more about your goals and sharing ideas for the next steps.



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