



Corporate AI Training

Foundation AI Workshop

Practical AI training designed to help teams build confidence, save time, and improve everyday work.

10 Modules · 4 Hours · Up to 90 Participants

What Is This Workshop?

Most teams have heard about AI. Very few are using it in a way that actually saves time or improves their work.

This workshop changes that.

In up to 4 focused hours, your employees will go from curious to capable — understanding what AI tools actually do, how to use them confidently, and where they fit into the work your team does every day. No jargon. No theory overload. Just practical skills they can apply from the next working day.



Practical

Skills they can apply from the next working day.



Focused

In up to 4 focused hours, go from curious to capable.



Applicable

Understand where AI fits into their everyday work.

Workshop Overview



Duration

Up to 4 Hours



Delivery Format

In-Person or Online



Batch Size (In-Person)

Up to 30 participants



Batch Size (Online)

Up to 90 participants



Audience

Cross-functional teams
— Sales, HR, Marketing,
Finance, Operations,
Admin, Leadership



Module Timing

Flexible based on group
engagement and
discussion

What Makes This Different

This isn't a slide deck presentation about AI trends. Every module includes a live demonstration, and most include guided hands-on practice so participants leave with real experience — not just awareness.



What Others Do

- Slide Deck Presentations
- Theory-heavy content
- Passive learning
- No hands-on practice



What We Do

- Live Demonstrations
- Practical, business-focused
- Active learning
- Guided hands-on practice

Modules 1–3: Foundations

Module 1 — Understanding AI

Cutting through the noise. Setting the right foundation.



- What AI, Generative AI, and Large Language Models actually mean
- Live demo: Manual vs. AI-powered task
- What AI can and cannot do
- Data privacy and responsible AI usage

Module 2 — AI Tools Landscape

Knowing which tool to use and when.



- Comparing ChatGPT, Claude, Gemini, Copilot, Perplexity
- Understanding models, context windows, and tokens
- Choosing the right AI model for the task
- Managing personalization and preferences

Module 3 — Structured Prompting: The CRTFC Framework

Eiosys's proprietary framework for better, more consistent AI outputs.



- C — Context | R — Role | T — Task | F — Format | C — Constraints
- Live demo: Poor prompt vs. CRTFC-structured prompt
- Step-by-step prompt building

Modules 4–5: Productivity

Module 4 — File Intelligence

Stop reading entire documents. Start asking the right questions.

- Uploading policies, reports, contracts, and internal documents
- Extracting obligations, deadlines, risks, and action items in seconds
- Structured questioning techniques: extraction, gap analysis, document transformation
- Converting lengthy documents into executive summaries, checklists, and briefing notes
- Guided hands-on practice: Upload a sample document and run real queries



Module 5 — AI-Powered Presentations & Visual Communication

From a 3-line brief to a complete first draft in under 2 minutes.

- Using Claude, ChatGPT, Gamma, and Canva AI to generate slide decks
- How to use AI to structure a narrative before building slides
- Live demo: Full first-draft presentation built live in under 2 minutes



Modules 6–7: Advanced AI

Module 6 — Custom GPTs, Claude Skills & the AI Marketplace

Going beyond basic AI chat — into the tools most users don't know exist.

- What Custom GPTs and Claude Skills are
- How they differ from Projects (workspaces for organizing conversations)
- Custom GPTs and Skills are like giving AI a permanent, reusable job description
- How to explore and evaluate pre-built tools from the GPT Store and Claude's Skills marketplace
- Live demo: Standard ChatGPT vs. a purpose-built Custom GPT
- How to create your own Custom GPT or Claude Skill and reuse it across your team



Module 7 — Integrations, Routines & AI Agents

How AI connects to the tools you already use — and starts working for you in the background.

- How third-party apps integrate into AI platforms (Canva, spreadsheet tools, and more)
- Creating routines that automate repetitive tasks
- Introduction to AI agents — tools that browse, execute, and act on your behalf
- All concepts demonstrated through practical, real-world use cases



Modules 8–10: Closing

Module 8 — AI for Everyday Work: Practical Workflow Applications

Real use cases demonstrated live and mapped to your team's daily tasks.



- Practical workflows for communication, documentation, summarisation, design, and research
- Live examples tailored to common business roles and day-to-day tasks
- Focus on fast, repeatable ways to save time and improve output

Module 9 — Building Your AI Habit: What Changes Tomorrow

Turning a workshop into a lasting behaviour change.



- Key takeaways recap — the 5 things to remember
- The 5-Day AI Challenge: One specific AI task per day for the first week back at work
- Practical tips for making AI a daily habit

Module 10 — Open Q&A

Often where the most valuable conversations happen.



- Open floor for participants to ask questions
- Clarify doubts and work through real scenarios from their own roles
- Where generic training becomes specific to your team

What Your Team Receives

Pre-Session AI Capability Assessment

Access to Eiosys's proprietary AI readiness tool designed to evaluate current AI awareness, usage levels, and department-specific gaps. Results are used to tailor the session to your team's actual needs.



Post-Session AI Capability Re-Assessment

Participants complete the same proprietary assessment tool after the workshop to measure improvement in AI confidence and practical ability.



Before/After Comparison Report

Your leadership team receives a measurable impact report showing change in AI readiness across the team — generated directly from the assessment tool data.



CRTFC Prompt Template Sheet

A ready-to-use reference card with structured prompt templates across common business tasks.



AI Tools Decision Guide

A curated reference for choosing the right AI tool for the right task.



Curated GPT & Tool Recommendations

A handpicked list of AI tools and Custom GPTs mapped to business use cases.



What Comes Next

This workshop is the starting point. For teams that want to go deeper, we offer:



Monthly, Quarterly, or Semi-Annual AI Upgrade Sessions



Department-Specific Deep-Dive Workshops



AI Workflow Design Sessions



AI Governance & Policy Advisory

"Ready to bring AI to your team?" sales@eiosys.com

About Eiosys

Eiosys Private Limited is a Mumbai-based AI-first technology and training company specialising in AI enablement for enterprise teams. Our corporate AI training programmes have been delivered across industries including pharmaceuticals, diamond manufacturing, and financial services.

We don't teach AI as a subject. We build AI capability as a workplace habit.



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