

AI - WORK

Working Safely and Productively with AI

One day on which three of your real workflows become measurably faster, not three slide examples.

DURATION

1 day

GROUP

up to 12 people

FORMAT

In-house · Remote · German or English

THIS EXISTS AFTERWARDS

- ▶ Three real workflows of the team are rebuilt with AI and documented with before-and-after measurements
- ▶ Every participant has personal prompt templates for their own recurring tasks
- ▶ A review template per workflow: what gets checked before reuse, by whom, and how to spot hallucinations
- ▶ Agreed team rules: which tasks with AI, which data, who reviews, what stays off limits
- ▶ A documented training day as a building block of your Art. 4 competence evidence

AGENDA

09:00	Your workflows on the table: The three selected workflows are dissected on the whiteboard: steps, time spent, failure points. For each workflow the team sets the before benchmark: How long does it take today, and what counts as a good result?
10:00	Rebuilding workflow 1: The first workflow is rebuilt live: develop a shared prompt template, run it on three real cases, hold the results against the benchmark. First question of the day: Where does AI really save time, and where does checking eat the gain back up?
11:30	The review routine: The review template is built on the outputs of workflow 1: fact check, source question, number verification, tone. Exercise with prepared outputs: the team hunts down planted hallucinations and decides which review steps become mandatory.
13:30	Workflows 2 and 3 in workshop mode: In two groups, participants rebuild workflows 2 and 3 themselves: prompt template, test run on real cases, review steps. The trainer rotates, corrects and asks the uncomfortable questions: Would you sign off on this result?
15:00	Before-and-after measurement: Both groups present on a live example. For each of the three workflows the record shows: time before, time after including review, remaining risks. Honest outcome: at least one candidate often fails, and that gets documented too.
16:00	Team rules and Monday plan: The team decides and writes down its rules: which tasks with AI, which data allowed, who reviews what, what stays off limits. Each participant names the one workflow they will run with template and review routine starting Monday.



YOUR TRAINER

Dino Bordonaro

Microsoft MVP for eight consecutive years (Microsoft Azure · Cloud and Datacenter Management), Microsoft Certified Trainer, almost 30 years in IT. Builds sovereign AI systems on own hardware (Azure Local, Foundry Local, NVIDIA GPUs) and trains on exactly that. More than 800 professionals trained, every concept proven in his own enterprise lab in a TÜV-audited datacenter.

€7,900 flat, plus VAT

This day improves workflows within your existing tools. It replaces neither tool selection, nor process consulting as a project, nor a company-wide policy (AI-GOV).

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