AI training for teams

Bringing AI into your team’s work, with method and checks.

A hands-on program for using Claude on tasks relevant to each role: writing requests, checking the answers, protecting data and knowing when a human decision is needed.

Who it is for

Teams in companies and service firms that work with documents, communications, case files and procedures. The common foundation can involve a large audience; the workshops need groups where every person can practice and receive feedback.

01 > 02 > 03 > 04

Understand

Capabilities, limits and rules for using AI.

Try

Requests, review and correction of the answers.

Apply

Exercises on a task chosen with your designated contacts.

Check

Tests, responsibilities and first application at work.

The starting configuration

Four sessions of about three hours, as an initial proposal to be adapted. On site, online or hybrid, in English or Italian. Preparation of the edition, materials, assessment and follow-up each have an explicit scope in the proposal.

The first step

A questionnaire about people, goals and tools. From there I prepare the program and the quote. A training request does not require buying a technical call.

01 / Preparation and adaptation

Relevance is built before the classroom.

Preparation serves to choose exercises that are useful and practical, with the tools the company can actually use.

Step	Giovanni prepares	The company provides
Goals and groups	Alignment with the training lead, a short initial survey and a proposed program.	Priority goal, roles involved, starting level and the lead contact for the edition.
Tools	Exercises compatible with the agreed environment and a check of the conditions for using them.	Accounts and licenses, permitted access, IT guidance and internal data rules.
Training cases	Adaptation to the selected roles and tasks; synthetic materials when needed.	Usable, authorized examples, with data reduced to what is necessary; feedback from the designated contacts.
Program	A shared version of modules, exercises, tests and deliverables.	Confirmation of groups, schedule and format before the start.

How much adaptation the program includes

Teaching adaptation covers the roles, tools and cases listed in the proposal. The number of cases and revisions is set before the work begins. New departments, new groups or a substantial change to the program require a revised scope.

Company cases and process analysis

A company document is brought into the classroom after authorization, data minimization, human oversight and a technical test. Otherwise we use a synthetic case. Extended interviews and process mapping are a separate activity, to be agreed.

02 / The work in the classroom

From the basics to a procedure tested by the team.

Indicative configuration: four sessions of about three hours. Hours, groups and intervals are set for each edition; time between workshops may be needed to prepare and check the cases.

Session	What people do	What they produce
01 · Common foundation	They recognize limits and errors, write requests and tell apart the data they can use.	A practical reference sheet with shared criteria.
02 · Tools	They try a request, check the answer, correct it and discuss the method.	A practice piece of work with feedback.
03 · Process	They work on a selected task, following its steps, exceptions and checks.	A procedure tested in practice and the list of checks.
04 · Application	They define responsibilities, human review, the conditions for stopping and the next use.	A first rollout plan with the designated contacts.

Groups and depth

For the workshops, the company identifies people who carry out relevant tasks. A technical group can go deeper into testing, permissions and integrations; an operational group works on checks, exceptions and daily use. Additional facilitators and repeated editions are quoted separately.

Conditions for practice

Classroom or video link, connection, devices and accounts must be ready. On site, the company takes care of rooms and equipment; printing the quizzes is agreed. Remotely, the platform and the way people take part are agreed.

03 / Assessment and follow-up

Learning is assessed with separate tests.

Quizzes and practice answer different questions. Attendance, knowledge and application of the method are documented separately. Lasting adoption and results on the process require later observation.

Moment	Assessment	Feedback
At the start	A short survey of familiarity, needs and available tools.	Starting level and the adaptations needed.
During the program	Paper or digital quizzes and practical tests, with criteria shared with the participants.	Feedback on the answers and the method; errors to correct.
At the close	A comparison between the goals and the evidence actually gathered.	Summary of the edition, materials used and first rollout plan.
After the sessions	In the agreed follow-up: examples of use, obstacles, questions and corrections.	Practical guidance and a decision on further work.

A defined follow-up

The proposal states the follow-up sessions, their length, time window, channel and contact person. Requests cover what was addressed in the training; new analysis, development and ongoing support require a separate engagement.

Materials that stay with you

Handouts and reference sheets in the version used, the planned exercises, the procedures produced and a summary of the assessments carried out. Deliverables and recipients are listed in the proposal. The materials delivered are for the company’s internal use; editable source files, recordings and other reuse are agreed explicitly.

04 / Inclusions and operating conditions

The quote separates classroom time, preparatory work and extensions.

The price is set after the scope is defined. The proposal lists the activities included and makes additional items visible.

Item	In the training program	To be stated in the proposal
Preparation	Alignment, initial survey and program for the edition.	Preparatory meetings, contacts and deadlines.
Adaptation	Materials and exercises for the agreed roles and cases.	Cases, groups and revisions included.
Classroom	Teaching and exercises in the chosen modules.	Hours, format, participants and schedule.
Assessment	Quizzes, tests and a summary of the evidence gathered.	Criteria, printing, deliverables and recipients.
Follow-up	Later check-ins, if planned for the edition.	Meetings, length, channel and end of the service.
Travel	A separate item for on-site activities.	Travel, accommodation and travel time; approval before booking.
Equipment	Rooms, devices, connection and licenses provided by the company.	Any additional needs, or supply through a partner.
Extensions	In-depth analysis, development, integrations and ongoing support are separate.	Dedicated scope, estimate and engagement.

Let’s build your edition

We also define payments, changes and postponements. To receive the proposal: goal, people, tools, format and preferred period. giovanniliguori.it/en/team-training