AJAIA

TEAM TRAINING / SAMPLE MATERIAL

AI training for your team

A sample session, an email exercise and questions to help plan your training.

Read the sample. Share it with your colleagues.

01 / A SAMPLE PROGRAM

Training built around your team's work

Tell us what your team needs to do with AI and which tools they can use. We ask about their experience before suggesting a plan. A single team session and a company rollout need different arrangements.

How a session could work

Part	What happens
Choose a task	Agree what the group needs to get done and what a useful answer looks like.
Watch an example	The trainer works through the task and explains the choices.
Have a go	People try the task using the tools and information agreed for the session.
Check the answer	Compare the draft with the notes. Correct mistakes and explain the changes.
Use it after the session	Choose a suitable work task to try next and agree who will review it.

What we agree beforehand

The proposal sets out the audience, group size, sessions, trainer, preparation, materials and support. We also agree follow-up, tool access and what information people can use. This is a sample, with no fixed price, date or group size.

02 / THE EXERCISE

Would you send this email?

Made-up example. The dates and notes on this page are invented. This is not an event you can register for.

The notes

We're holding an optional AI practice session on 12 November 2026, from 14:00 to 15:30 UTC. It's online.

Sign up by 5 November. There are 24 places, then a waiting list. We haven't arranged another session yet.

We'll use made-up examples. Don't bring customer emails, staff records or other private work information.

The session won't be recorded. We'll send the exercise and checklist afterward.

Please read the exercise first. It should take about ten minutes. Access instructions will follow registration.

The request

Can you turn these notes into a short invitation for managers to share with their teams? Keep it friendly and include the sign-up deadline.

A first draft

Hi everyone,

We're running an optional AI practice session on 12 November, from 14:00 to 15:30 UTC. There are 24 places, and registration closes on 12 November.

Please read the exercise beforehand. It takes about ten minutes. Bring a recent customer email to practise with. We'll share the recording afterward.

What would you change before sending it?

02 / THE EXERCISE

Check the draft

The draft says	What needs changing
Registration closes on 12 November	The notes say 5 November. Someone following this draft could miss the deadline.
Bring a recent customer email	The session uses made-up examples. Customer and staff records aren't allowed.
We'll share the recording	The session won't be recorded. The exercise and checklist will be sent afterward.

A corrected email

Hi everyone,

We're running an optional AI practice session on 12 November, from 14:00 to 15:30 UTC. If you'd like to join, sign up by 5 November. There are 24 places, then a waiting list.

Please read the exercise first. It should take about ten minutes. We'll use made-up examples, so don't bring customer emails, staff records or other private work information.

The session won't be recorded, but we'll send the exercise and checklist afterward. Access instructions will follow registration.

Before you send it

- The date, time zone and sign-up deadline match the notes.

- It's clear that joining is optional and places are limited.

- The preparation is clear and only made-up examples are allowed.

- The email doesn't promise a recording or another session.

Try a change

The session moves to 19 November and sign-up now closes on 10 November. Update the email. Before sending it, check that the other details still match the notes.

03 / AFTER THE SESSION

Help people use what they learned

Choose a suitable work task and someone to review it. Agree the timing and support in the training plan. The example below gives a manager a way to follow up.

When	What the manager and learner can do
Before the session	Choose a task. Agree what a useful result looks like and what information can go into the tool. Keep an earlier attempt if you are allowed to use it for comparison.
During the session	Check the exercise against its notes. Ask the learner to explain the changes they made.
When they try it at work	Have a reviewer check the answer before it is used. Note anything that needs help from IT or a clearer policy.
At the agreed follow-up	Try a similar task. Compare the quality and the time spent drafting and checking it. Discuss what is still difficult.

What the measures tell you

Measure	What it shows
Attendance	Who took part. It does not show that someone can do the task.
Checked work	How the person handled a particular task, with the support they had.
Reported use	What survey respondents say they used. State how many people responded and the period covered.
Work results	A change in time, quality or rework. Keep the starting point and comparison clear, and note other changes that may have helped.

04 / PLANNING QUESTIONS

Agree the details before delivery

Use these questions with the team lead, L&D, IT and whoever approves the budget. The answers belong in the agreed training plan.

Topic	What to agree
People and goals	Who is joining? What do they already know? Which task should they be able to do afterward?
Tools	Which tools and features are approved? Who provides the accounts and licenses? Can everyone access the exercise?
Information	What can people put into the tool? Can made-up examples cover the task? Who approves any real work material?
Workspace	Where will people practise? Who sets up access and helps if it does not work? Test it before the session.
Recording and storage	Will anything be recorded? Where will files be kept, who can see them and when will they be removed?
Materials	Which exercises or recordings can people keep and share? Check rights before reusing any customer material.
Delivery	Agree the trainer, group size, sessions, time zones and any accessibility needs.
Afterward	What support and manager review are included? Who will collect feedback and check later work?

Customer references available upon request. Tell us what kind of team or training you want to hear about. References are arranged individually.

Discuss your team's training

Visit https://ajaia.ai/contact?service=ai-training-and-enablement to talk about what you need. You can read and share this sample without booking a meeting.