

Example: AI workshop plan

This is what a typical hands-on AI workshop looks like for a small team that keeps hearing about AI but has not had time to try it properly. The group below is a made-up example, not a real client: every workshop is shaped around the people in the room.

Who it's for

A community organisation (not a real one) with eight staff and volunteers. A few have tried AI chat tools once or twice; most have not. They want to know whether AI can save time on everyday writing, and they are unsure what is safe to share with it.

Before the day

A free 20-minute call with the organiser to find out:

- The three or four writing tasks that eat the most time (here: funding reports, newsletters, replying to enquiries)
- What devices people will bring, and whether the venue has Wi-Fi
- Any accessibility needs in the group

I then build the exercises around those real tasks, using made-up details rather than real client information.

The workshop

Two hours, mostly hands-on, everyone on their own device.

Workshop timings

Time	What we do
0:00	What AI chat tools are, in plain English, and what they get wrong
0:20	First try: everyone asks AI to draft a short enquiry reply
0:40	Better results: giving context, examples and a clear ask
1:00	Break
1:10	Real tasks: a newsletter piece and a section of a funding report

Time	What we do
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1:40	Checking what AI gives you, and what never to paste in
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1:50	Questions, and each person picks one task to try next week
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Staying safe

Three ground rules run through the whole session:

1. Never paste in personal details about clients, volunteers or donors.
2. Treat AI answers as a first draft: check facts, figures and names before anything goes out.
3. A person stays responsible for what gets sent.

What people leave with

- Hands-on experience with a free AI tool on their own device
- A one-page prompt guide with examples from their own work
- The three ground rules, printed for the office wall
- One real task each to try in the following week

Cost

This workshop costs £80 for the group: eight people at the charity and community group rate of £10 a head (minimum four). The planning call is free.

For small companies and individuals, workshops are priced by project, with a quote agreed after the free call.

Want to try AI with your team, safely and without the jargon? Book a free 20-minute chat and we can plan a workshop around your work.

Book at uniquebrains.co.uk or email adam@uniquebrains.co.uk.