

WHY TAKE THIS COURSE

Benefits for You

What you get out of the course, in plain language.

- 1 Real hours back, every week.** You hand first drafts, summaries, research, and messy files to AI, and you keep the judgment calls.
- 2 A skill that lasts.** You learn to direct: brief the work, steer it, check it. That method works in any AI tool, including the ones that come next.
- 3 Confidence in the answers.** You know what to check and how to check it fast. You catch the confident wrong answer before it goes out with your name on it.
- 4 Plain language, start to finish.** No jargon, no code, no computer science. If you can brief a colleague, you can do this.
- 5 A safe place to practice.** Almost every lesson has a hands-on lab in the course playground. You practice on prepared examples, not on your company's data.
- 6 A printable toolkit you keep.** Checklists and one-pagers for briefing, checking, and recovering when something goes wrong. They stay useful long after the course.
- 7 Work people notice.** Cleaner documents, faster turnarounds, tidy recaps after meetings. You look organized, because you are.

No jargon

Real work, not demos

4.5 hours · 8 modules

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