

AI TRAINING WORKSHOP · PROPOSAL

Practical AI Training with **Claude & Copilot**

AI training for everyone, beginner to advanced, so your team gets more out of Claude and Microsoft Copilot.

PREPARED BY

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THE OFFER

One onsite day — group workshop + one-to-one
coaching

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Practical AI, used well

AI has landed on every desk — but every team is a mix: some people are deep in it already, others have barely begun. This is practical AI training for all of them, beginner to advanced — built around what AI actually means on a Tuesday morning, at the desk, on the work your team is already juggling. That gap is exactly what this session closes.

This proposal lays out a single day at your office — a group workshop, followed by one-to-one coaching — tailored to your team after a short discovery call.

I'd welcome the chance to walk you through it.

John Walsh-Green

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A look at your workshop

Real slides from the workshop deck. The outline below is an example only — we'll update it to fit your team's specific requirements after the discovery call, so the day reflects your work and tools.



The workshop — practical AI training with Claude & Copilot.

HALF-DAY · HANDS-ON WORKSHOP

What we'll cover together

01 AI, the big picture Overview, expectations and background	02 Prompting that works A simple recipe for reliable results
03 Copilot in your day Real use cases: documents, emails and summaries	04 Deeper work with Claude Research, long documents and contract review
05 Claude & Copilot A side-by-side — and how to use both	06 Safe & responsible use Privacy, data and confidentiality considerations

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An example outline only — we'll tailor the topics to your team's specific requirements.

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The opportunity

This is practical AI training for the whole team — from people who've barely touched it to those using it daily. Wherever someone starts, they'll leave getting real value from **both Claude and Microsoft Copilot** — knowing how to put each to work day to day, and how to push further.

The core idea: a demo you'll have forgotten by Friday changes nothing. Training that lands on your own work flow, with someone beside you, changes Monday morning. That's what this day is built to do.

My recommendation: run it at your office

A day at your office, working in your real environment. You can do this virtually, and I'm glad to if it suits, but for a team that wants the training to stick, in-person wins.

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How the day works

A group session to build a shared foundation, then individual coaching to make it personal. It's a draft: we'll settle the exact shape after the discovery call, around what works best for your team.

The group workshop

Hands-on and built around your work, not generic slides. Everyone — whatever their starting point — sharpens how they use Claude and Copilot, gets a clear sense of how the two differ, and we work real examples: drafting and reviewing documents, handling email, summarising long material, and the safe-use habits that protect client information.

One-to-one coaching

This is what makes it stick. After the group session I sit with each person to work through their own tasks, in their own tools — real work where that's appropriate, or realistic mock examples where the information is sensitive.

The shape of your day

Before the day	A short discovery call to tailor everything to your team — included in the price.
Group workshop	Hands-on, practical, and built around your work.
One-to-one coaching	In 30-minute blocks, divided across the team. I stay at your office into the evening, so anyone staying back late still gets a slot.

A draft, not a fixed timetable. We'll organise the day around your team after the discovery call. The two things that don't change: the price, and that I'm yours for the full day — into the evening, for anyone still in the office.

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What you'll walk away with

- ✓ **A clear, practical grip on Claude and Copilot** — and how they differ in real, day-to-day use.
- ✓ **Sharper, safer habits** applying AI to the work you actually do: documents, emails, file notes, summaries and first drafts.
- ✓ **A view on which tool — or combination — fits which job** at your team.
- ✓ **The privacy and confidentiality basics**, settled before anyone puts client information near a chatbot.
- ✓ **Prompts and habits** each person can use immediately.

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Built around your team

Before the day, we'll have a short discovery call — included in the price. We'll talk through how you work now, the tools you've already got in play, your privacy considerations, and the jobs that quietly eat your team's time. That's what turns this from a generic "intro to AI" into a session about your work.

We can also discuss some example tasks and workflows — real or mock — where AI is likely to pay off first, and settle how best to organise the day.

06

Price

\$4,000 + GST (\$4,400 incl. GST)

One fixed price for a whole day at your office, plus the discovery call beforehand.

What's included

- ✓ A pre-workshop discovery call.
- ✓ The hands-on group workshop.
- ✓ One-to-one coaching.
- ✓ Tailored examples and a set of prompts to keep.

No retainer, no lock-in. A fixed price for the day, honest hourly rates after it, and a recommended follow-up about a month on so the habits stick.

07

Why Digital Greenhouse

- ✓ **Senior-led, end to end** — you work directly with the person delivering the training, not a junior reading from a script.
- ✓ **Hands-on with the actual tools** — we use Claude and Copilot every day for real client work, so the advice is practical, not theoretical.
- ✓ **Built for professional services** — confidentiality and safe use are baked in, not bolted on.
- ✓ **Local and responsive** — a small Sydney team you can reach directly, with honest rates and no lock-in.

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Next step

If this looks right, just let me know — we'll arrange the discovery call and lock in a date for the training.

John Walsh-Green

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