Guy Langlois

AI in Practice: Productivity Essentials

A practical, one-day course building AI skills you can use the next working day. Tool-agnostic, hands-on, and designed around the realities of professional work.

40 to 60 min
A DAY SAVED, REPORTED BY EMPLOYEES AT ENTERPRISES USING AI [1]

1 in 3
DAILY AI USERS SAVE FOUR HOURS OR MORE A WEEK [2]

14%
OF EMPLOYEES GET CLEAR POSITIVE OUTCOMES FROM AI [3]

What's in it for you

Employees at enterprises using AI report saving 40 to 60 minutes a day, and three in four say they can now complete tasks they couldn't do at all [1]. That's time you redirect toward deeper thinking, better decisions, and the parts of your role you actually want to focus on.

The gains are not automatic. On average, AI users save about two hours a week; among daily users, one in three save four hours or more [2]. The difference is a small set of teachable techniques: how to frame a task, how to give context, how to iterate on output instead of accepting the first draft.

What separates effective AI users

While 85% of employees save some time with AI, nearly 40% of that saving is lost to rework: correcting errors, rewriting weak content, verifying poor outputs. Only 14% consistently get clear, positive outcomes [3]. The difference between the 14% and the rest comes down to how the tools are used.

Beyond the immediate productivity gain, AI fluency is fast becoming a core professional skill. The skills you build now compound: the prompts you save, the techniques you internalise, and the judgement you develop about when to trust AI and when to verify it. This course is about being in the 14% who get the gains, and future-proofing how you work as the tools keep evolving.

> **This course is about getting the productivity gain most people miss, building AI fluency that's becoming essential professionally, and doing it without the frustration of figuring it out alone.**

(1) OpenAI, "The state of enterprise AI," December 2025, as reported in Goldman Sachs' AI Adoption Tracker, March 2026
(2) Federal Reserve Bank of St. Louis, 27 February 2025
(3) Workday, "Beyond Productivity: Measuring the Real Value of AI," January 2026

Course Details

Build practical AI skills your team can use from day one.

Format: On-site or online **Duration:** 1 day **Participants:** Up to 20

TARGET AUDIENCE

Anyone who wants to use generative AI confidently and effectively in their professional work. Suitable for complete beginners as well as those with some AI experience. Particularly valuable for roles involving writing, research, document handling, data analysis, communication, or business development.

PREREQUISITES

None.

WHAT PARTICIPANTS LEAVE WITH

- Safe AI habits, and a simple test for what data to keep out
- A repeatable approach to writing prompts that consistently produce useful output
- Practical techniques to spot AI errors and verify output before trusting it, especially with numbers
- Applied skills for writing, research, and data work, with quality controls that hold up to professional scrutiny
- AI-assisted routines for the work that consumes the day: tasks, email, and meetings
- A starter kit of personal AI assets: prompt library, knowledge files, reusable workflows, all of which compound over time

Content overview

1. **AI foundations.** The vocabulary and mental model behind generative AI: how it differs from traditional software, how companies, models, and apps relate, and a grounded sense of what these tools can do today, across text, images, and data, and what they still can't.
2. **Safety and responsible use.** A quick check for the identifying details that shouldn't leave the building, Australian privacy and data-sovereignty basics, and how to choose tools you can trust with company information.
3. **Handling AI errors.** The three ways AI gets things wrong, how to catch them before they reach a client, and how to stay the critical thinker when a tool simply agrees with you.
4. **Prompting essentials.** A repeatable way to give AI the right context, iterate toward what you actually wanted, shift perspective, and turn a few examples into a reusable format.
5. **Advanced prompting.** Getting AI to write sharper prompts for you, and having it interview you to surface the context you didn't realise you had.
6. **Writing with AI.** Directing AI like a brief rather than a request, surfacing gaps before it drafts a word, and pressure-testing every draft before it leaves your desk.
7. **Research, summary, and synthesis.** The real difference between researching, summarising, and drawing a view from many sources, pre-upload security, and how to check each so a confident summary doesn't rewrite the facts.
8. **Working with numbers and data.** Why AI is least reliable with maths, when a tool call fixes it, and a simple way to confirm results before a decision rests on them.
9. **Time management and workflows.** Putting AI to work on the three things that consume the working day: managing and delegating tasks, staying on top of email, and getting more out of meetings.
10. **Reusable assets.** Building a personal prompt library and knowledge files that keep quality high across recurring work, with a first look at where AI agents go next.

About Guy Langlois



With 15+ years at the intersection of technology and business, I help teams actually use AI, not just talk about it.

My background spans 7+ years in startups across three continents and 8+ years in SME consulting. I hold dual Master's degrees, in Software Engineering and in Business and Innovation Management, and I build agentic AI systems myself, so the tools I teach are tools I use.

Today I focus on one thing: practical AI training with learnings your team can apply the next working day. If they can't, the training hasn't worked.

I design for teams rather than individuals, in groups of up to 20, so everyone leaves with shared approaches and consistent habits. Every session is refined based on what works in the room.

Master's in Software Engineering | Master's in Business and Innovation Management
Gold Coast, serving Australia and New Zealand

What Guy Delivers

Guy delivers corporate training, keynote presentations and consulting for organisations ready to build practical AI capabilities. His AI in Practice courses (Productivity Essentials, Building AI Agents, Technical Applications and Leadership) run for teams on-site or online.

What People Say

> *"I highly recommend Guy for his delivery of AI training. Guy was thoroughly professional, engaging and attentive. He effectively supported participants across a full spectrum of AI knowledge, from complete beginners to advanced users, ensuring everyone felt included, confident and able to apply the tools immediately."*
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> **Manu Hingorani, Team Leader Network Optimisation & ITS Project Manager, Queensland Government**

> *"Guy helped our whole team understand how we can safely and effectively integrate AI into our business. He taught everyone how AI actually works, so we can think more effectively about how to use it day-to-day. The training has sparked several conversations and collaboration amongst everyone. Highly recommend!"*
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> **Scott Kompo-Harms, CEO, Queensland Fruit & Vegetable Growers**

> *"Thanks for a terrific introduction to the power of AI. It's clear you have the knowledge in this technology and I really appreciated your insight. I do heaps of professional development stuff, so this is a testament to how much I valued the session."*
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> **Lara Keller, Statewide Clinical Operations Manager, Pathology Queensland**

Interested? Let's chat.

Happy to discuss how this training could work for your team. **No commitment required.**

Book a Free Chat

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