

FOR LOCAL BUSINESSES

AI - Inner Circle Team training

**Inner Circle.**

Your people are probably already trying AI tools. I teach them to use those tools safely, on their own real work, with a written policy, a person checking the output, and before/after numbers your team measures itself. Twelve weeks. Short videos, one hands-on task a week, and a capstone: automate one real workflow.

WHAT YOUR TEAM GETS

- **12 weekly modules** of 8–15 minute lessons, captioned, with transcripts
- **Five role tracks:** Office/Admin, Sales/Marketing, Customer Service, Operations, Owners/Managers
- **A written AI-use policy** template and a data-sorting sheet (not legal advice)
- **Prompt libraries** your team builds and shares
- **Workflow automation** with a person approving before anything sends
- **A way to measure time saved** using your own numbers

HOW THE 12 WEEKS RUN

- **1–2 Foundations:** what the tools do, data safety, your policy
- **3–5 Prompts and libraries:** writing, summarizing, meeting notes
- **6–8 Role work:** your role's top tasks, documents and spreadsheets, workflow mapping
- **9–10 Automation:** build, test, break, fix
- **11–12 Measure and roll out:** before/after, ROI worksheet, capstone, 90-day plan
- About 30–40 minutes of video plus 60–90 minutes of hands-on work per person per week

FOUR WAYS TO WORK TOGETHER

WHAT IT IS

PRICE

Paid Discovery / Pilot

The paid first step: a fixed-fee review of your workflows, or a 4-week pilot on one workflow. Written findings and an honest next step.

Quoted

Self-Paced Team Package

The full 12-week video course for a team, with manager kickoff, monthly Q&A, and templates.

\$3,000 per team
up to 8 seats

Live Cohort Workshop

I teach your team live: a half-day foundations workshop or the full 12-week cohort.

Quoted

Done-With-You Implementation

Audit, build, and train: we set up your first workflows together, in your accounts, with your team.

Quoted

A GOOD FIT

- Owner-run and small to mid-size teams with recurring office, sales, service, or operations work
- A manager who will follow through, and employees who will practice on real tasks
- Willingness to adopt a written policy

NOT A FIT

- Wanting a guaranteed time, cost, or revenue number
- Using AI to decide on hiring, firing, or discipline
- Work that depends on health records, payment card data, or other regulated data, unless a compliance professional is involved

HONEST OUTCOMES

You'll finish with a policy, a prompt library, one tested workflow, and your own measurements. What that saves, if anything, **varies** with your work, your tools, and how much your team practices. I don't publish averages and I can't promise a number. This is training, not legal, tax, financial, or IT-security advice. I'm not affiliated with any software company.

Text or call (818) 402-7326

Tell me your business and what takes your team the most time, and I'll send the Discovery details and the fee.

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Chatsworth · West SFV · Simi Valley · Agoura Hills ·
LA

