



AI AND AUTOMATION

AI in Everyday Team Work

DURATION

1 day

AUDIENCE

Teams

LANGUAGE

Polish or English

FORMAT

On site or online

Practical AI foundations for non-technical staff: how to write instructions, how to verify results, where AI helps and where it misleads. Designed as a rollout format for the whole organisation once the board decides.

WHAT WE COVER

- How these tools actually work, in plain language and without vendor promises
- Writing instructions: context, examples and asking for the format you need
- Everyday tasks: mail, summaries, translations, notes and simple analyses
- Verification: typical AI mistakes and how to catch them quickly
- Boundaries: company data, confidentiality and what never goes into a public tool
- Practice: each participant leaves with AI applied to one of their own recurring tasks

YOU LEAVE WITH

- Confidence with AI on real tasks, built through exercises on your own examples
- A one-page guide of dos and don'ts aligned with your company rules
- One recurring task per participant, reworked with AI during the session

WHO IT IS FOR

Non-technical teams across the organisation. Designed as a repeatable rollout format: consistent content, examples adapted to each department. Groups up to 12 people.



BOOK THIS TRAINING

Write to michal.krauze@krauzeadvisory.com with the subject "Training: AI in Everyday Team Work".
Add preferred dates and group size. Closed programs are tailored to your organisation.