



## ONSITE AI STAFF TRAINING

# Practical AI training, **delivered at your workplace.**

Circalien is an Adelaide-based training team. We come to your workplace, work with your staff hands-on, and focus only on the tools and tasks that are relevant to how your business actually runs.

### Half-day & Full-day

Monthly sessions also available

### Any team size

2 to 20+ people

### Fully customised

Tailored to your business and team

## AI is already changing how businesses operate. The question is whether your team is keeping up.

Most small business teams have tried AI at some point — typed a question into ChatGPT, got something vague back, and quietly moved on. That's a completely normal starting point. These tools aren't always intuitive, and without a bit of guidance it's hard to know what they're genuinely capable of.

Used well, AI can take a real load off your team — drafting documents and emails, summarising long reports, handling routine customer enquiries, turning a page of meeting notes into a clean action list. These aren't dramatic transformations. They're modest, practical time savings that add up quickly across a working week.

Our training is built around your business, not a generic slide deck. We want your team to

leave the session actually using these tools the next day — confidently, safely, and in ways that fit how you already work.

## TOPICS COVERED

### Writing with AI

Draft emails, reports, proposals and internal documents faster — without losing your voice or spending hours staring at a blank page. AI handles the first draft; your team makes it right.

### The tools worth knowing

There are a lot of AI tools out there, and most of them aren't worth your time. We focus on the ones that actually deliver for everyday business tasks — and show your team how to get results from day one.

### Getting better results from AI

The difference between a useful AI response and a frustrating one usually comes down to how you ask. We teach your staff to prompt clearly and consistently so they're not wasting time re-running the same request.

### Reporting & data summaries

Turn meeting notes, spreadsheets and raw data into clear summaries and reports in a fraction of the usual time. Useful for anyone who regularly has to make sense of information quickly.

### Marketing & social content

Generate social posts, ad copy, newsletters and campaign ideas at speed — then shape them to fit your voice. Particularly useful for small teams where one person wears the marketing hat alongside everything else.

### Keeping client data safe

Not everything should go into an AI tool. We explain clearly what's safe to use, what to keep private, and what your obligations are under Australian privacy law — so your team can make sensible decisions without second-guessing everything.

### Cutting down on admin

Data entry, scheduling, follow-up emails, document formatting — most teams have a list of tasks that eat time and add little value. We help you identify which of these AI can take off your team's plate, and how to set that up.

### Customer responses & enquiries

AI can help your team respond to customers faster and more consistently — handling common questions, drafting replies, and freeing people up for the conversations that genuinely need a human on the other end.

### Quotes, invoices & scheduling

AI tools can assist with drafting quotes, formatting invoices, managing appointment reminders and reducing the back-and-forth that comes with scheduling. Practical time savers for service-based businesses.

### Research & quoting

Use AI to pull together background information quickly — competitor research, document summaries, industry context. Useful when you need to quote on something new or get across a topic fast.

### Where AI fits in your business

Beyond the individual tools, we help you think about where AI can genuinely add value in your business — and where it probably won't. No hype, just an honest look at what's realistic for a business your size.

### Legal & compliance basics

A straightforward overview of what Australian businesses need to know about AI — covering copyright, data handling, disclosure and privacy. We keep it plain English and focus on what's actually relevant to your situation.

## HOW IT WORKS

### What a session actually looks like.

Every session is different, because every business is different. Before we turn up with a slide deck, we take the time to understand what your team does and where they're losing time. That's what makes the training useful rather than generic.

#### STEP 01 We start with a conversation

We'll have a chat with you before anything else — about what your team does day-to-day, what tools you're already using, and where things feel slow or repetitive. This isn't a sales call. We genuinely need to understand your business before we can train your team effectively.

#### STEP 02 We build the session around you

Based on that conversation, we put together a training plan specific to your business. We'll focus on the tools and tasks most relevant to your team — not a standard curriculum that's the same for every client we work with.

#### STEP 03 We come to your workplace

Training happens on your premises, during normal business hours. Your staff learn by doing — using the actual tools they'll be working with the next morning. There's no travel, no venue hire, and no need to take people out of the business for a full day.

#### STEP 04 We follow up

After the session, we check in to see how your team is going. Everyone leaves with a reference guide they can keep. And if questions come up as people start using what they've learned, we're available to help.

## SESSION OPTIONS

## Half-Day

*3 - 4 hours*

A solid introduction for teams who are new to AI or want to get practical with a handful of specific tasks. Enough time to cover the essentials and leave with something useful.

## Full Day

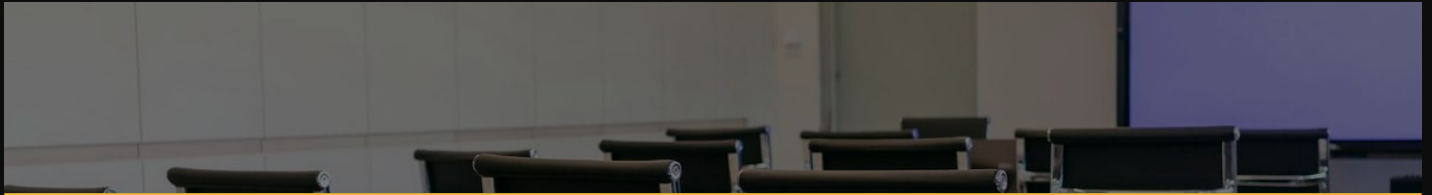
*6 - 7 hours*

A thorough session covering the tools and workflows most relevant to your business. Good for teams who want to make a real change in how they work, not just dip a toe in.

## Monthly Sessions

*Ongoing*

A lighter-touch option that builds capability gradually over time. Works well for businesses that want to keep developing their team's skills as AI tools change — without committing to a single big training day.



## Talk to us about your team.

No obligation. Tell us a bit about your business and we'll let you know what we think would work. We're happy to answer questions before you commit to anything.

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