WORKSHOP FOR TEAMS

Erik Woning

AI in your daily work

From possibility to a first experiment

In three hours your team picks one real task from daily work, tries AI on it safely, and leaves with one experiment you will actually run.

Sound familiar?

Colleagues hear a lot about AI but don't know where to start.

A few colleagues are already experimenting. The rest watch, or have doubts.

There are questions about privacy, quality and what the organisation actually allows.

How the workshop works

1 **Start with the work**
The team maps tasks that take a lot of time: writing, finding information, processing meetings, answering questions. A short questionnaire beforehand provides the starting list.

2 **The honest conversation**
What could help, what worries colleagues, and what has the organisation agreed on AI and privacy?

3 **Try it yourself**
Practise on one chosen task, with tools the organisation approves and without sensitive data.

4 **Choose one experiment**
Each group writes a one-page plan: which task, who owns it, how to approach it and what to measure before and after.

What you take away

- One experiment plan per group, with an owner
- A shared view of where AI helps, and where it doesn't
- A resource kit to continue on your own
- A 45-minute follow-up session after 2–3 weeks
- A short report for leadership

Content, examples and pace are tailored to your team. More on the programme and tailoring overleaf.

Practical

Duration	3 hours
Group	8–16 participants; larger teams by arrangement
Location	On site or online
Tailored	Adapted to your team's questions and experience
Included	Intake call, questionnaire, workshop, materials, follow-up session and report
Investment	From **€2,250** per team, excl. VAT and any travel costs

ABOUT ERIK WONING

Erik has worked on innovation and technology for more than 15 years, mainly in education, including at Kennisnet, ROC Mondriaan and Grafisch Lyceum Rotterdam. There he set up four innovation teams and let initially sceptical teachers discover for themselves what AI can do for their work. Speaker at SXSW EDU 2024, 2025 and 2026.

Book a 30-minute introductory call

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What happens in three hours

An example programme. Timings move with the group: if people want more practice, they get more time to practise.

0:00 - 0:20	**Welcome and starting point** The questionnaire results: which tasks cost you the most time or energy, and how much experience with AI is there already? Everyone sees where the team stands.
0:20 - 0:50	**What can AI do, and what not?** Short demonstrations with examples from practice: writing texts, summarising information and answering questions. Also the pitfalls: errors, invented sources and bias.
0:50 - 1:10	**The honest conversation** How do colleagues feel about it? Privacy and confidential data, quality and your own contribution, and the agreements the organisation has already made. Doubts are welcome.
1:10 - 2:10	**Try it yourself, with a break** In small groups, working on a task of your own. You learn to give a good instruction, check the result critically and improve it. I walk around and help at every level.
2:10 - 3:00	**Choose and share an experiment** Each group writes a one-page plan and presents it briefly. We agree who does what and when we look back.

Tailored to your team

No two teams are alike. In the intake call and through the questionnaire we decide together what the workshop should deliver. I adapt the content, examples and pace to that.

1 New to AI

A calm start: what is it, what can it do and what is allowed? Lots of doing things together and small first steps.

2 Already experimenting

From loose attempts to a way of working: better instructions, checking results and sharing experiences.

3 Well advanced

Deepening and embedding: your own workflows, shared agreements and good examples for the rest of the organisation.

What we agree on together

- Tasks from your own practice
- Agreements on privacy and AI within your organisation
- Format: one afternoon, two shorter sessions or a follow-up
- The AI tools your organisation uses or allows
- Mixed groups: working in level groups
- What leadership wants to know afterwards

HOW WE START

1. **Introductory call** of 30 minutes, no obligation
2. **Intake** with the client and a short questionnaire for the team
3. **Workshop** and, after 2–3 weeks, the follow-up session

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