



# AI in Action Workshop

May 2, 2025

## Overview

In today's fast-evolving business environment, professionals are under increasing pressure to harness AI tools that can boost efficiency, creativity, and decision-making. While many have explored beginner tools, few feel confident moving beyond surface-level experimentation into meaningful applications that support real business needs. This new 3-hour hands-on AI workshop is designed to close that gap.

## Learning Outcomes

By the end of the workshop, participants will be able to:

1. Understand key AI concepts and terminology relevant to business use.
2. Gain hands-on experience with multiple AI tools and use cases.
3. Build practical outputs they can reuse and adapt in their own roles.
4. Leave with a foundational workflow they can expand post-workshop.

## Workshop Details

Duration: 3 hours  
Delivery Format: In-person  
Cost per participant: \$500+HST

## Workshop Details

This 3-hour, hands-on workshop is designed for business professionals who are ready to move beyond basic AI experiments and begin integrating AI into their real-world workflows. It introduces practical tools and use cases that enhance communication, streamline work, and support more efficient processes, without requiring a technical background.

Participants will complete three structured challenges that progress in complexity. These include generating business content with AI, using AI to assist with spreadsheet and data tasks, and building a simple automation using a no-code platform. Each challenge is based on a relatable business scenario and includes live demonstrations, guided practice, and opportunities to experiment with tools directly.

By the end of the session, participants will walk away with tangible outputs, practical skills, and greater confidence in their ability to meaningfully use AI in their day-to-day.

## Agenda

### Welcome & AI Foundations

- Introductions and session goals
- Overview of generative AI, no-code tools, and their business relevance

### Challenge 1: Generative AI for Business Content

- Demo: using ChatGPT to make images, email templates, or marketing copy
- Activity: create and iterate on content using prompt strategies

### Challenge 2: AI-Powered Spreadsheet & Data Tasks

- Use AI to support Excel/Google Sheets tasks: formulas, cleanup, models
- Activity: generate formulas, structure budgets or forecasts, organize data

### Challenge 3: Build a No-Code Automation

- Step-by-step walkthrough of Make and/or Zapier
- Activity: build a simple workflow (e.g., form to sheet to notification)

### Wrap-Up

- Resources for continued learning
- Feedback Forms and closing remarks

## About the Ottawa Education Group (OEG)

We are an ed-tech company dedicated to helping organizations innovate and grow. We design, manage, and deliver high-quality, relevant talent development programs that are flexible, accessible, and always aligned with current and future skills needs. We are the catalyst for organizations to unlock new opportunities and make a lasting impact.

Our tailored programs and services help organizations enhance team capabilities and address specific challenges. Through offerings like strategic global expansion support, corporate training, AI-driven student sourcing, and custom educational products, we enable businesses and institutions to thrive in today's dynamic environment.

### Refund Policy

At OEG, we are committed to providing high-quality education and training programs that meet the evolving needs of the workforce and industry standards. We understand that circumstances can change, leading to the need to withdraw from a program. Our refund policy is designed to be transparent and fair, respecting both the preparation that goes into launching our programs and the rights of our participants.

**Prior to Instructor Contracting:** Participants who decide to withdraw from a program before we have contracted an instructor for the said program are eligible for a full refund of any fees paid. We aim to keep our participants informed and will clearly communicate the timeline leading up to this phase, allowing ample decision-making time.

**After Instructor Contracting and Before Program Commencement:** We recognize the commitments made to both our instructors and participants. Should a participant decide to withdraw after we have contracted an instructor but before the program has commenced, we are able to offer a 50% refund of the program fees. This policy reflects the costs incurred in program preparation and instructor commitments.

**After Program Commencement:** Once a program has begun, we are unable to offer refunds. This policy is in place to ensure the sustainability of our offerings and the quality of delivery, acknowledging the resources and planning involved in initiating any program.

Please note that our refund policy is designed in compliance with the consumer protection laws of Ontario, ensuring that our practices are not only fair but also legally sound. We encourage our participants to carefully consider their schedules and commitments before enrolling in our programs, and we are always available to discuss any concerns or circumstances that may arise.

### Site Visit Consent and Invitation

We stand behind the quality and integrity of our education and training programs. We are deeply committed to transparency and excellence, consistently ensuring that our offerings meet and exceed the expectations of both our participants and our valued funding partners. In this spirit, we wholeheartedly welcome and encourage site visits from those who are interested. Such visits provide a unique opportunity for our partners to experience firsthand the impact of their support, witness our innovative teaching methodologies, and engage with both instructors and participants. We are confident that a closer look at our operation and the positive outcomes we achieve will only strengthen the trust and collaboration between us and our funding partners.

Please feel free to contact us to arrange a visit at your convenience; we look forward to showcasing the dedication and quality that define our programs.

**Contact**

For any questions about program materials, delivery, or accommodations, please email Dan Carpenter, Director of Employer Relations ([dcarpenter@ottawa.education](mailto:dcarpenter@ottawa.education)) or inquire at [info@ottawa.education](mailto:info@ottawa.education).