

# AI Pro □ Advanced Level □ Structure, Automate, Perform

Transform your way of working with the advanced features of AI

Structuring, optimizing and automating your uses of artificial intelligence

You are already using AI. But are you really exploiting it? This one-day training gives you the tools, methods and reflexes to deeply integrate AI into your professional processes — and measure its impact from the next day.

An interactive one-day workshop to:

- Discover the tools, methods and reflexes to deeply integrate AI into your professional processes
- Learn to create your own AI assistants and automate your repetitive tasks
- Map your processes and leave with a clear roadmap for the next 30 days

Throughout this training, you will put into practice your knowledge through **interactive workshops, concrete use cases and group exchanges.**

**"Professionals who truly master AI are not afraid of being replaced. Join them."**

## □ Learning Objectives

At the end of this training, participants will be able to:

- **Create and configure** custom AI assistants (GPTs) tailored to their specific roles and business needs
- **Centralize, query and value** their internal documentation using NotebookLM
- **Map** their work processes and identify tasks with high automation potential
- **Design** a first prototype of a tool without programming skills, via no-code interfaces
- Understand the foundations of **automation** inter-tools (Make, n8n) and assess the opportunities for their organization
- Define a personalized **roadmap** to deploy AI in their professional daily life

## □ TRAINING CONTENT

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Training starts: 9am, welcome from 8:30am

End of training: 5pm

**Module 1 — Assessment and consolidation of AI practices** Review of uses developed since level 1: sharing of experiences, best practices, difficulties encountered and quick gains identified. Setting up the framework for skill improvement.

**Module 2 — Advanced ChatGPT: GPTs, Projects and Agent Mode** Building specialized AI assistants according to professions (HR, communication, customer relations...). Discovery of Projects mode for persistent memory AI, and exploration of Agent mode for autonomous chaining of tasks.

**Module 3 — NotebookLM: manage and exploit internal knowledge** Import of internal documents (procedures, regulations, notes, videos), automatic creation of reliable and sourced FAQs. Guided workshop on a real case from the company.

**Module 4 — Audit and visualization of business processes** Identification of repetitive tasks and mapping of workflow with Napkin. Building a first 30-day AI implementation roadmap.

**Module 5 — No-code prototyping** Creation of a first functional tool in a few minutes with Bolt, without writing a single line of code.

**Module 6 — Introduction to automation (demonstration)** Live presentation of automation scenarios with Make and n8n: tool connection, automatic email summary, table updates, team notifications. Discussion on security, connectors and AI governance in business.



## □ WHO IS THIS TRAINING FOR?

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This training is aimed at professionals who already have a first experience with generative AI and want to move to a structured and more advanced use. It is particularly suitable for:

- Managers and employees wishing to increase operational efficiency through AI
- Managers wishing to initiate or accelerate AI transformation within their team or department
- Any professional who has followed a level 1 training on ChatGPT or equivalent

### □ Prerequisites

- Have undergone an introductory training in AI (level 1) or **master the basics of using ChatGPT** (prompt creation, content generation, research)
- Have a ChatGPT account (paid version recommended)
- Bring your laptop
- Come with your own documents, processes or professional use cases - they will serve as working material throughout the day

### □ Teaching Method

**The training is designed to be immediately applicable.** Each module starts from a concrete business need and concludes with a usable deliverable. Participants work on their own resources (documents, emails, actual processes). Progress indicators are measured live (time saved, perceived quality). The learning is based on the **SOLAR® Method**, with guided iteration, anti-hallucination check and sustained pace (short blocks, micro-challenges, pairs, instant feedback).