# Cross Functional AI Literacy Workshops for Business Users

**From curiosity to capability : practical, safe enablement across the business**

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# The problem we solve...

- Uneven capability & adoption across the organization, lack of foundational AI literacy
- Many users on paid licenses but not using the tools; others unsure where to start
- Leaders carry the cost and risk without a clear line of sight to value
- Most employees are unsure how AI fits into their role
- Productivity gains exist, but they're isolated, informal, and hard to scale
- Lack of a shared language for where AI adds value and where it doesn't
- Leaders need confidence that usage is safe, governed, and aligned to business goals
- Teams don't lack access to AI, they lack confidence, examples, and practical education

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# The opportunity

- Unlock immediate productivity gains from tools you're already paying for
- Turn individual time savings into compounding team-level impact
- Help employees recognise where AI adds value, and where it doesn't
- Build confidence that usage is safe, governed, and aligned to business goals
- Create the foundation required for future AI transformation to actually stick
- Unlock quick wins: personal productivity, better analysis, faster decision support
- Create role-fit AI agents that embed into day-to-day work
- Take whole of business along your AI Maturity journey and empower all team members to thrive in the Future of Work

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# Our approach

- Practical, hands-on workshops grounded in real business workflows
- Focus on capability, not tools or vendor promises
- Clear guardrails that make policies usable, not theoretical
- Shared language across roles so teams can talk about value consistently
- Participants leave having built and tested AI support for their own work
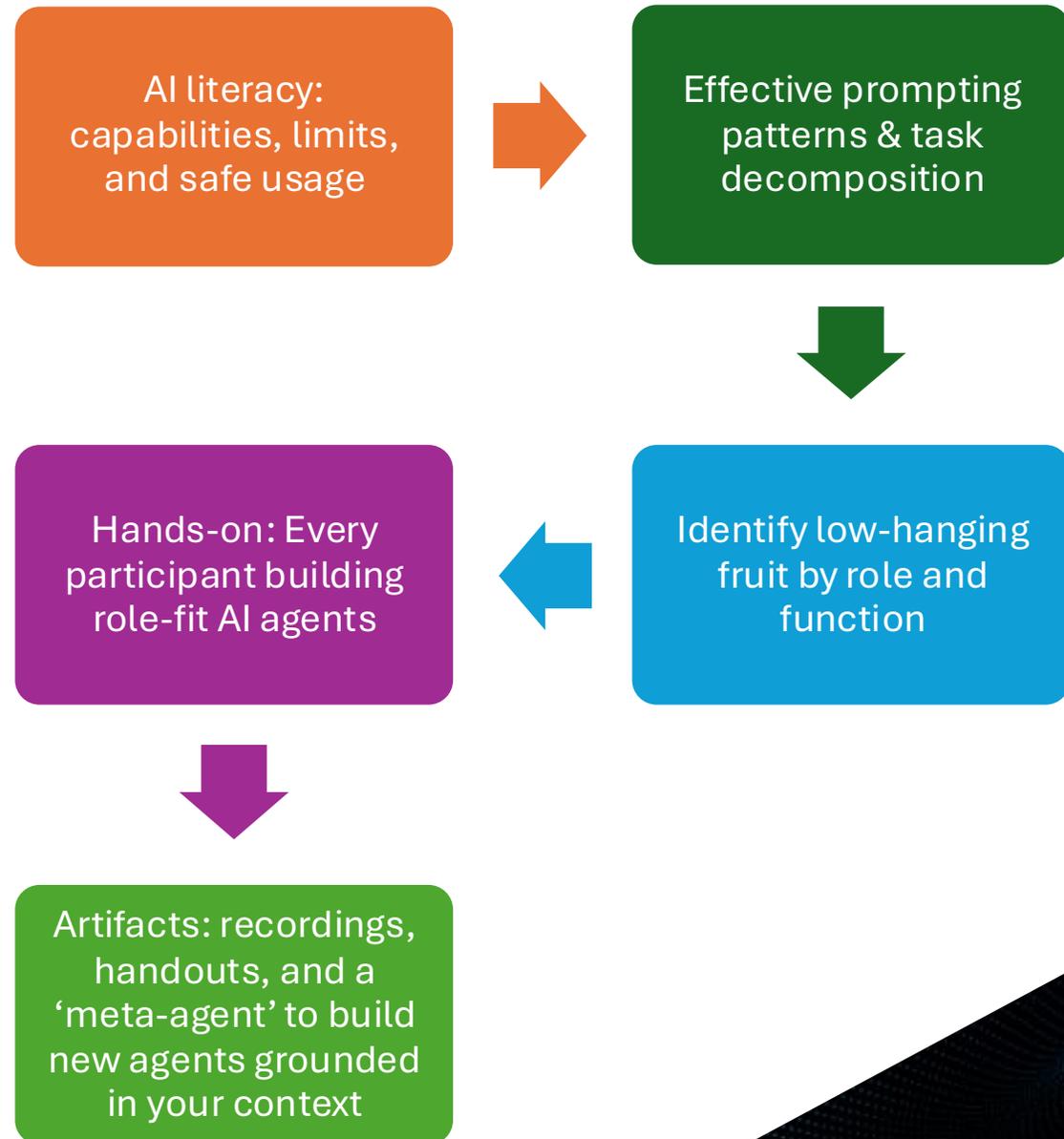
# Who it's for

Cross Functional. E.g. Sales, Finance, ICT, Projects, Operations, Supply Chain, Senior Leadership

From first-time users to daily AI users; we meet people where they are and tailor the training to the organization's tools

Team leads and champions who will seed a community of practice as well as those who don't even know where to start.

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# Program structure

## Phase 1: Empowerment & Enablement

AI literacy: capabilities, limits, and safe usage

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Effective prompting patterns & task decomposition

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Identify low-hanging fruit by role and function

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Hands-on: Every participant building role-fit AI agents

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Artifacts: recordings, handouts, and a 'meta-agent' to build new agents grounded in your context

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- Map larger workflows and pain points

- Solution shaping and validation with the business

- Governance: quality checks, data boundaries, and change management

- Define adoption metrics and benefits tracking

- Build a prioritized backlog of high-value use cases

# Program structure

**(Optional)**
# Phase 2: Scale & embed

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# What participants build (examples)

Built on participants' real workflows, not demo scenarios.
Hands-on deliverables include working agents + reusable resources + your own Meta Agent

Sales: account research, pipeline prioritization, outreach drafting

Finance: variance explanations, invoice trend analysis, commentary drafts

Projects: risk log synthesis, status report automation, lessons learned

Operations/Supply Chain: SOP summarization, exception triage, supplier Q&A

All roles: email/meeting summaries, knowledge search, 'meta-agent' for new agents

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# Delivery & assets

The programme is designed to create momentum that lasts beyond the workshop.
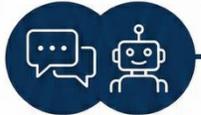
It includes:

- Live, facilitated sessions that prioritise participation over presentation
- Clear, simple guides teams actually reuse in day-to-day work
- Recorded virtual sessions for onboarding new staff or refresher learning
- A reusable Meta Agent that supports safe experimentation after the sessions
- Optional follow-up support and a light community of practice
- This ensures capability is retained, not lost once the session ends.

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# The first steps to AI Maturity

**1. AI literacy.**
Understand capabilities, limits, and risks.

**2. Practical use with chat tools.**
Build confidence and identify real use cases.

**3. Repeatable patterns and agents.**
Standardise high-value workflows and define high value use cases.

**4. Dedicated knowledge bases and solutions.**
Identify solutions and unlock institutional intelligence at scale.
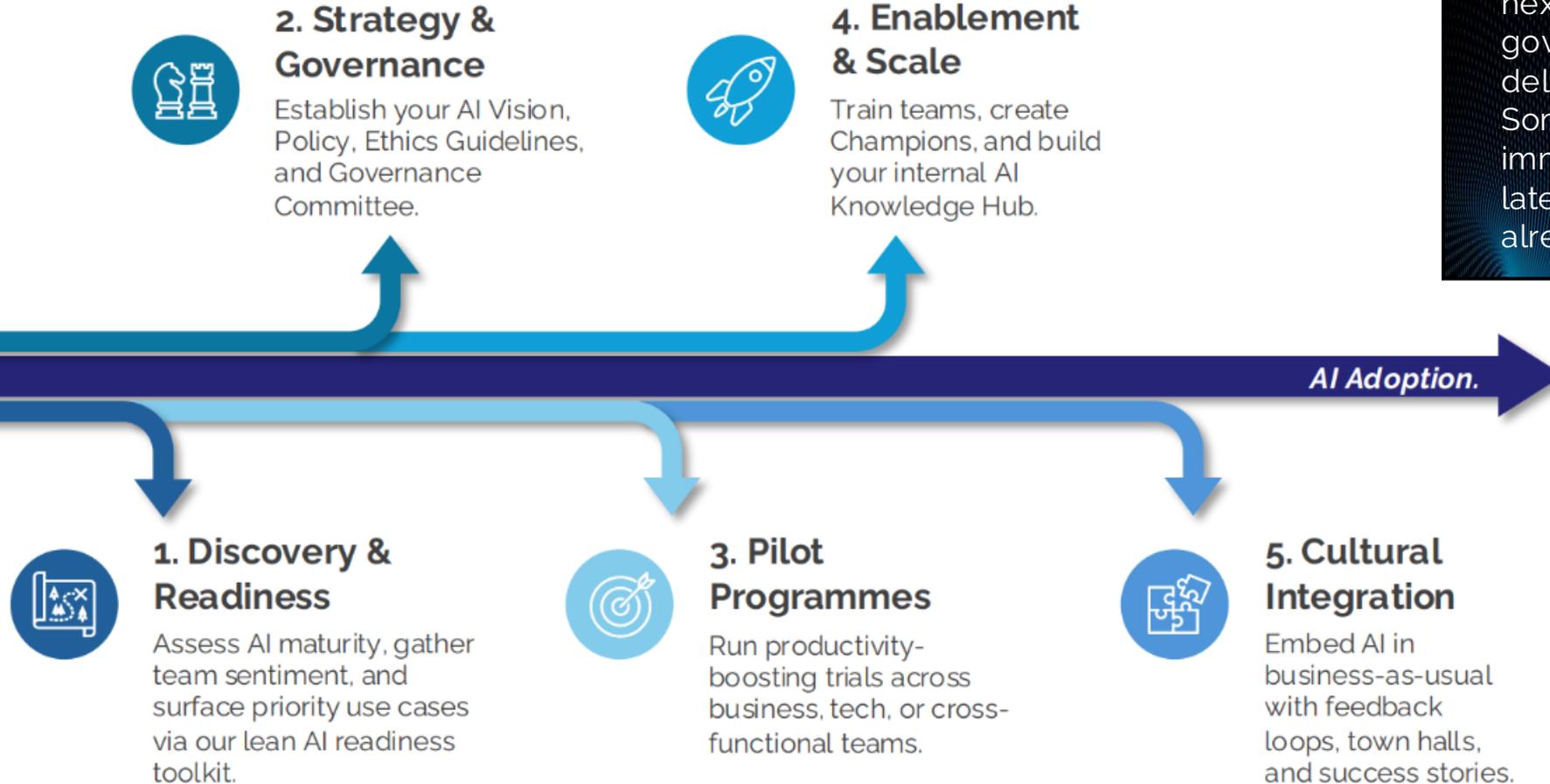
AI Maturity

# Outcomes & impact

- Higher activation and everyday use of existing AI licences
- Measurable, compounding productivity gains on routine tasks
- Improved quality of analysis and decision support
- Reduced risk through shared understanding of safe use
- A workforce capable of contributing meaningfully to future AI initiatives

AI literacy becomes a foundation, not a one-off activity.

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# Our AI Change and Adoption Framework.

Our AI Change and Adoption Framework supports organisations at every stage of maturity

## Beyond AI literacy

AI literacy is the first step in a broader AI adoption journey. When you're ready, MomentumIQ can support next steps across discovery, governance, pilots, and scale, delivered fractionally or end-to-end. Some organisations move immediately. Others return to this later. Either way, the foundation is already in place.

### 2. Strategy & Governance

Establish your AI Vision, Policy, Ethics Guidelines, and Governance Committee.

### 4. Enablement & Scale

Train teams, create Champions, and build your internal AI Knowledge Hub.

**AI Adoption.**

### 1. Discovery & Readiness

Assess AI maturity, gather team sentiment, and surface priority use cases via our lean AI readiness toolkit.

### 3. Pilot Programmes

Run productivity-boosting trials across business, tech, or cross-functional teams.

### 5. Cultural Integration

Embed AI in business-as-usual with feedback loops, town halls, and success stories.

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# Thank you.

**If this reflects where your organisation is today, we're happy to share what we've learned.**

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