



# Adaptig

# Adaptig Productivity Workshop

Multiply your output in 4 hours — using AI

 In-person

 4 hours

 Up to 25 participants

 Hands-on, guided build

## AI adoption that sticks—practical, repeatable workflows

A high-impact, in-person workshop that helps individuals move from scattered AI experiments to practical, repeatable workflows.

You will build real outputs using the same tools you already work with—spreadsheets, docs, chat, and lightweight builders.

### What you'll build (deliverables)

In 4 hours, you leave with:

- ✓ **AI Spreadsheet Analyst:** Turn messy data into decisions using Excel/Sheets plus an LLM
- ✓ **Reusable Bot Prototype:** Create a crisis or expense assistant you can reuse and iterate
- ✓ **Content Asset Starter Kit:** Generate a campaign-ready image/video brief and on-brand copy
- ✓ **Personal Productivity Playbook:** Keep the prompt patterns, templates, and safety rules you used

27 hands-on modules across 6 core competencies

Data & Finance

A1 A2 A3 A4

Sales & Marketing

B1 B2 B3 B4  
B5 B6

Image & Video

C1 C2 C3 C4  
C5 C6 C7

Bots & Knowledge

D1 D2 D3 D4  
D5

Agentic & Web

E1 E2 E3 E4

Prompting

F1

Leave with reusable prompts, templates, and outputs you can apply the next day.

## AI adoption that sticks.

# Adapt:ig

## The 4-hour experience (agenda)

### 0:00–0:15 — Setup and prompting foundations

- Prompting aid (F1) + safety rules and templates

### 0:15–1:15 — Data-to-decision sprint

**Purpose:** Turn messy data into decisions

**From modules:** Spreadsheet AI (A3/A4): summarise, analyse, and chart

**Tools:** Gemini / ChatGPT; Google Sheets or Excel/Copilot

**Output:** AI spreadsheet analyst with actionable insights

### 1:15–2:10 — Workflow acceleration sprint

**Purpose:** Turn inputs into action

**From modules:** Recruitment or competitive analysis (A2/B4)

**Tools:** Gemini; Google Sheets; NotebookLM

**Output:** Structured analysis with clear recommendations

### 2:10–3:10 — Build a reusable bot

**Purpose:** Create a structured assistant you can iterate

**From modules:** Crisis or expense bot (C1/C2)

**Tools:** ChatGPT custom GPTs or Gemini Gems

**Output:** Working bot prototype for your specific use case

### 3:10–3:40 — Create a shippable asset

**Purpose:** Generate campaign-ready creative

**From modules:** Ecommerce image, video brief, or mini-site (D1/D5/E2)

**Tools:** Image/video generation; Lovable.dev or v0.app

**Output:** Content asset starter kit (image/video brief + copy)

### 3:40–4:00 — Wrap and next steps

- Personal playbook export + how to repeat the workflow

## Module library (27 hands-on modules)

### Data & Finance

A1 Netflix sports  
A2 Recruitment process  
A3 Spreadsheet AI  
A4 Financial analyst

### Sales & Marketing

B1 Consumer sales  
B2 Education program  
B3 Real estate  
B4 Competitive analysis  
B5 BMW sales  
B6 Data correlations

### Bots & Knowledge

C1 Crisis bot  
C2 Expense auditor  
C3 Veterinarian assistant  
C4 NotebookLM  
C5 Visual resume  
C6 Knowledge base  
C7 Zara decision

### Image & Video

D1 Ecommerce images  
D2 Image interpretation  
D3 Photo with actor  
D4 Your own image  
D5 Video creation

### Agentic & Web

E1 Agentic model  
E2 Website creation  
E3 CRM creation  
E4 Property manager

### Prompting

F1 Prompting aid

The workshop pulls from this menu based on role and time.

## Tools used

Gemini, ChatGPT, Google Sheets, Excel/Copilot, NotebookLM, image and video generation, Lovable, Prompt Cowboy, and agent builders.

## How learning is demonstrated

- ✓ **A completed set of outputs** from at least 3 sprints (data, bot, and one shippable asset)
- ✓ **A personal prompt playbook:** the prompts, templates, and rules you used
- ✓ **A clear next-step plan:** which module(s) from the library to run next