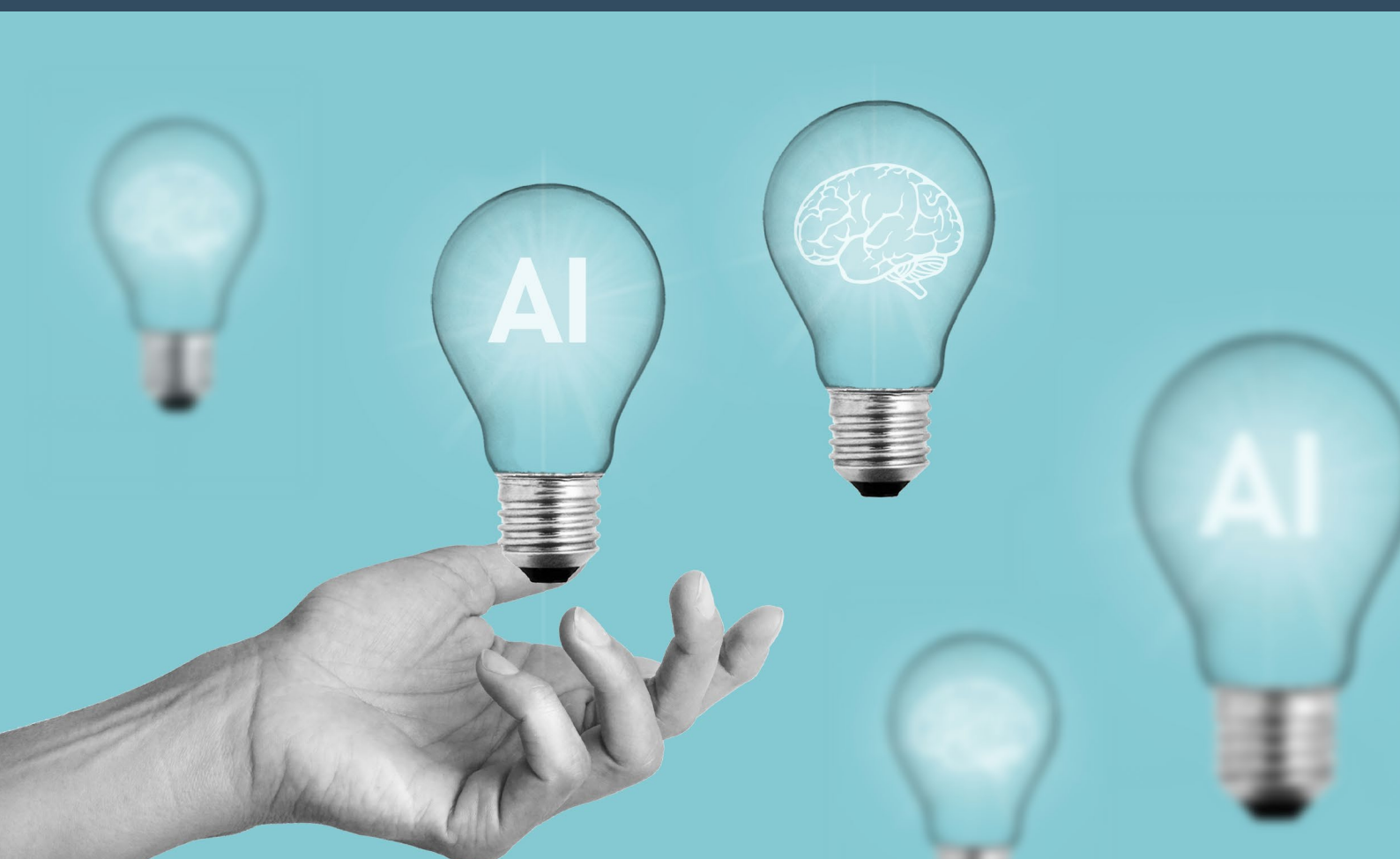


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AI Essentials Masterclass

Work Smarter with AI

Monday 23rd November 2026 Half Day Masterclass



Facilitated by:

Darren Coxon

Co-Founder and Executive Director, Kompass Education

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COURSE OUTLINE

AI is no longer just for technical teams — it's a practical, everyday productivity tool for everyone. This half-day AI Essentials Masterclass is designed to demystify artificial intelligence and give employees the confidence and skills to start using AI immediately in their day-to-day work. Through practical demonstrations and hands-on examples, participants will learn how to communicate effectively with AI tools, choose the right platforms for different tasks, and automate common work activities such as documentation, reporting, and communications.

By the end of the session, attendees won't just understand what AI is — they'll know how to use it responsibly and effectively to save time, improve quality, and work more creatively. The focus is on real-world application, not theory, ensuring everyone leaves with techniques they can apply the very same day. The focus will be on Copilot for secure workflows but will also look at other tools for creativity, research and ideation.

KEY LEARNING OBJECTIVES

By attending this masterclass, participants will be able to:

- Understand the fundamentals of prompt engineering and how to structure prompts for reliable, high-quality results
- Select appropriate AI tools and platforms (including Copilot) for research, writing, transcription, and image generation
- Use AI to automate and improve data entry, report writing, summaries, and customer or client communications
- Develop confidence in using AI safely, ethically, and effectively in everyday work scenarios

WHO SHOULD ATTEND

This course is ideal for any employee who wants to improve productivity, reduce manual effort, and future-proof their skills. No technical or programming background is required. It is particularly valuable for professionals working in administration, operations, marketing, HR, finance, customer service, project management, and leadership roles — or anyone curious about how AI can help them work smarter, faster, and with greater impact.

FACILITATOR

Darren Coxon is Co-Founder and Executive Director of Kompass Education. With 26 years in education across every sector and role—from teacher to Head of Department, Principal, and COO—he now specialises in AI literacy and governance training, ensuring compliance with UK government legislation and the EU AI Act. Darren delivers keynotes for leading organisations and supports UK government AI education initiatives.

PROGRAMME

09.55am REGISTRATION

10.00am Introduction to Prompting

Core prompt engineering skills including meta-prompts, basic prompt structure (role, task, instructions, style), prompt types for different purposes, and context engineering

10.45am AI Platforms and Tools – Comprehensive guidance on recommended AI platforms including base models, research tools, transcription services, and image generators

11.30am COMFORT BREAK AND VIRTUAL NETWORKING

11.45am Data Entry and Documentation – Automating report creation, summaries, and client/customer communications

12.30pm Plenary & final Q&A

1.00pm CLOSE OF DAY

AI Essentials Masterclass: Work Smarter with AI Half Day Virtual Masterclass

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Venue

This is a virtual masterclass, with private login details to further online resources and interactive content. Log in details will be sent one week before the event.

Date

☐ Monday 23rd November 2026

Virtual Fee

£195 + VAT

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