

CORPORATE TRAINING FOR TEAMS

Practical Skills

Real Workflows

Measurable Results



Most teams treat AI like a tool.

The winners treat it like a way of thinking.

8–14

hours per knowledge worker
per week.

Time AI-fluent teams are
recovering, and time their
competitors are still spending.

Industry estimates from BCG,
McKinsey, and Microsoft (2024–
25).

Future Factors trains non-
technical professionals to
work with AI in ways that
compound, practical skills
they apply Monday morning,
frameworks that hold for
years.

Our Approach is a multiplication of

Tools x Thinking Shifts x Workflows.

01 Mental models over memorized prompts.

Prompts go stale in months. The thinking behind them, how to frame a problem, how to delegate to a system, how to verify what comes back, pays off for years.

02 Workflow integration over theory.

We sit with your team's actual work, the proposals, the reports, the meetings, and rebuild the routine around what AI can now do.

03 Capability that compounds over one-off skills.

A team that learns to think with AI keeps getting faster. Teams that learns one tool get stuck the day that tool changes. We build for the first.

SECTION 02

OUR TRAINING PROGRAMS

Learning Science. Practical Strategy. Real Results.

Our Programs

Built for the work you do Monday morning.



FOUNDATIONS

AI Foundations for Work

*What AI is, what it does,
and where it creates value.*

1 session, 4 hours, 8 to 25
participants



TOOL MASTERY

AI Workflows

*Microsoft Copilot, Claude,
Gemini workflows rebuilt
around your team's work.*



Foundations or Mastery
4 to 12 sessions



LEADERSHIP

AI for Senior Leaders

*How C-suite, directors,
and senior managers lead
with AI.*

1 to 4 sessions, 8 to 15
participants

AND ALSO

Event Bookings

Keynotes, conference talks,
and executive briefings for
events. The way most clients
meet us first.

What's New in AI

Monthly executive
briefing, 1 hour. Plain-
English digest of what's
actually new in AI.

Custom Enterprise Programs

Bespoke engagements
designed around your industry,
workflows, and maturity level.
Multi-cohort rollouts and role-
specific cohorts.



Where to Start

Pick the one that sounds most like you right now.

WHICH OF THESE SOUNDS LIKE YOU?

01 *“Our team needs a shared baseline. Different people are at different levels and we want everyone speaking the same AI language.”*

START WITH

**AI Foundations
for Work**

FOUNDATIONS

02 *“Our team is using AI haphazardly. We need to standardize how it gets used in our daily work.”*

START WITH

**AI Workflows
(Copilot, Claude
or Gemini)**

TOOL MASTERY



03 *“We’re senior leaders. We need both strategic clarity to lead AI initiatives and personal fluency to use AI in our own day.”*

START WITH

**AI for
Senior Leaders**

LEADERSHIP

04 *“We’re rolling out AI across the whole organization. We need a custom plan, not a packaged program.”*

START WITH

Custom

YOUR WORKFLOWS.
YOUR GOALS.

STILL NOT SURE?

Book a 30-minute discovery call and we'll recommend a starting point in writing, no commitment required.

AI FOUNDATIONS FOR WORK

Designed for professionals at the beginning of their AI journey (mixed interests, mixed abilities).

Build a strong foundation in AI and understand how it works, what it can do, & how it can create value for your organization.

DURATION

1, 2 hour
Session

AUDIENCE

Non-Technical
Professionals

LEVEL

Beginner/
Intermediate

DELIVERY

In-Person,
Virtual or
Hybrid

"Combines innovation, storytelling, emotion and practical application. She explained AI, including AI agents and agentic AI, in a way that felt accessible, relevant, and grounded in real business use cases."

— Yeliz Ali, Strategic Advisor, Digital Transformation

WHAT YOU'LL LEARN

- ✓ Understand the basics of artificial intelligence, what generative AI is and where it creates value
- ✓ Practice structured prompting techniques for better results
- ✓ See how AI is being used across industries to solve problems and drive results.
- ✓ List realistic capabilities and limitations
- ✓ Watch live demonstrations of leading AI tools
- ✓ Understand the potential, the risks, and the ethical considerations of AI.

WHO IT'S FOR

- ✓ This training is designed for anyone who wants to build confidence and clarity in AI. no technical background required.

KEY BENEFITS FOR YOU AND YOUR ORGANIZATION



INCREASE
PRODUCTIVITY



DRIVE ADOPTION



IDENTIFY
PRACTICAL
USE CASES



REDUCE RISK &
FEAR



FUTURE
READINESS

MICROSOFT COPILOT

Your industry. Your workflows. Your outcomes.

Practical, hands-on training for teams using Microsoft 365 who want to work smarter with Copilot and embed AI into everyday work.

DURATION

6-12
Sessions

AUDIENCE

Non-Technical
Professionals

LEVEL

Beginner/
Intermediate

DELIVERY

In-Person,
Virtual or
Hybrid

WORKFLOWS

Based Training



YOUR TEAM WILL:



SAVE 30-
50% TIME



IMPROVE
QUALITY OF
OUTPUTS



BUILD
REPEATABLE
WORKFLOWS



INCREASE ROI ON
COPILOT
INVESTMENT

THREE LEARNING PATHWAYS

ESSENTIALS

6 SESSIONS

Build foundational skills and start using Copilot with confidence.

- ✓ Introduction to Copilot
- ✓ Copilot Work Mode
- ✓ Creative Ecosystem
- ✓ Prompt-Engineering
- ✓ Copilot in the MS 365 Apps
- ✓ Building Your AI Assistant

MASTERY

8-12 SESSIONS

Go deeper, automate workflows, and build advanced solutions.

- ✓ Essentials Package+
- ✓ Advanced Prompting +Context Engineering
- ✓ Intro to Agents in Copilot Studio
- ✓ Basic Workflow Orchestration
- ✓ Driving Adoption & Impact

CUSTOM

Customized for your audience/industry/department and goals.

- ✓ 3 Discovery/ Workflow Interviews
- ✓ Customized for your team's workflows
- ✓ Advanced Prompting
- ✓ Data Visualisation.
- ✓ Copilot within Apps
- ✓ 2x post program office hours

Most
Booked



Future Factors

AI TRAINING & ADOPTION

www.futurefactors.ai

hello@futurefactors.ai

CLAUDE FOR WORKFLOWS

Automate the routine. Focus on what matters.

Practical, hands-on program for professionals who want to use Claude to streamline daily, role-specific workflows, eliminate repetitive tasks, and work smarter every day.

DURATION

4 Sessions

AUDIENCE

Non-Technical Professionals

LEVEL

Beginner/Intermediate

DELIVERY

In-Person, Virtual or Hybrid



WORKFLOWS

Based Training

WHAT YOU'LL LEARN

- ✓ How Claude works and where it fits in your daily workflow
- ✓ Writing effective prompts and context engineering to get fast, accurate results
- ✓ Using Claude for documents, emails, reports, and research
- ✓ Creating visual content and data visualizations
- ✓ Build agent and automations with Claude

WHO IT'S FOR

- ✓ Busy professionals wanting to reclaim time
- ✓ Teams ready to build smarter ways of working
- ✓ Anyone handling high-volume repetitive tasks

"After this program, I automated three hours of admin work every single day. Genuinely life-changing."

— **Azra Majeed, Stakeholder Manager, Metro**

KEY BENEFITS



ACCELERATE
PRODUCTIVITY



REPEATABLE
WORKFLOWS



CONSISTENT
SCALABLE
OUTPUTS



PRACTICAL



IMPROVE SPEED
TO EXECUTION

GEMINI FOR PRODUCTIVITY & WORKFLOWS

Automate the routine. Focus on what matters.

Learn how to use Gemini across Gmail, Docs, Sheets, Slides, Meet, and Drive to reduce repetitive work, accelerate content creation, improve research, & streamline collaboration.

DURATION	AUDIENCE	LEVEL	DELIVERY
4 Sessions	Non-Technical Professionals	Beginner/Intermediate	In-Person, Virtual or Hybrid

WORKFLOWS Based Training

WHAT YOU'LL LEARN

- ✓ How Gemini works and where it fits in your daily workflow
- ✓ Writing effective prompts and context engineering to get fast, accurate results
- ✓ Using Gemini for documents, emails, reports, and research
- ✓ Creating visual content and data visualizations
- ✓ Build your own Gemini based assistant

WHO IT'S FOR

- ✓ Google Workspace teams wanting to leverage Gemini within their workflows
- ✓ Organizations exploring Gemini for enhanced productivity
- ✓ Teams managing handling high volumes of communication and content

KEY BENEFITS



ACCELERATE
PRODUCTIVITY



REPEATABLE
WORKFLOWS



CONSISTENT
SCALABLE
OUTPUTS



PRACTICAL



IMPROVE SPEED
TO EXECUTION

AI FOR SENIOR LEADERS

Built for executives and decision-makers.

Boost your productivity and empower your team with AI tools and strategies that save time, streamline work, and deliver better results.

DURATION

1-4
Sessions

AUDIENCE

Non-Technical
Professionals

LEVEL

Beginner/
Intermediate

DELIVERY

In-Person,
Virtual or
Hybrid

"Confident, engaging, and intentionally interactive, keeping the audience fully present and involved throughout. She doesn't just share insights; she creates momentum. The result was a talk that felt sharp, memorable, and immediately applicable, exactly what great communication should do."

— Nick Patel, GTM Transformation Leader

WHAT YOU'LL LEARN

- ✓ Use AI to plan, prioritize, and organize.
- ✓ Delegate with confidence and use AI to support team collaboration.
- ✓ Automate routine tasks and speed up decision-making.
- ✓ Use AI to track progress, risks, and support smarter decisions.
- ✓ Stay focused on high-impact work.

WHO IT'S FOR

- ✓ Executives and Senior Managers and team leads who want to work more efficiently, support their teams better, and achieve more.
- ✓ Department heads leading teams.
- ✓ Professionals responsible for delivery, performance, coordination

KEY BENEFITS



MORE PRODUCTIVE DAYS

Increase speed to execution with AI-powered efficiency.



STRONGER TEAMS

Empower your team with better tools and support.



BETTER RESULTS

Make smarter decisions and drive better business outcomes.



FUTURE-READY LEADERSHIP

Build AI skills to lead with confidence in a changing world.



CUSTOMIZED FOR YOUR TEAM

Examples and use cases tailored to your industry, department, and daily challenges.

CLAUDE FOR SMALL BUSINESS



Automate the routine. Scale what matters.

Practical, hands-on program for founders, solopreneurs, and small business teams who want to use AI to streamline operations, accelerate marketing, and create smarter systems without needing a technical background..

DURATION

6 Sessions

AUDIENCE

Non-Technical
Professionals

LEVEL

Beginner/
Intermediate

DELIVERY

In-Person,
Virtual or
Hybrid

"We automated client onboarding, content planning, and proposal writing within weeks. What used to take hours now takes minutes."

— Sarah Nguyen, Founder, Studio North

PROGRAM JOURNEY

 MODULES	 CORE OUTCOMES	 KEY TOPICS	 BUSINESS DELIVERABLES
1 FOUNDATIONS	Understand Claude, and the different ways to work with Claude	- Claude basics - No-code systems - Automation use cases	 Understand Claude, Prompt & Context Engineering
2 BRAND STRATEGY	Strengthen brand identity and positioning with AI	- Brand Voice & Personality - AI driven audience & competitive insights	 Brand Strategy Guide +Messaging Framework
3 CONTENT CREATION	Automate content creation systems that sound like your brand and not AI slop	- Multiplatform content Creation - AI Agents to automate discovery to execution	 2 weeks of Social Media Content
4 MARKETING & LEAD GEN	Build scalable lead systems	Your AI enhanced lead funnel	 Lead Capture Flow
5 OPERATIONS & ADMIN	Automate routine workflows	- Email automation - Business Process Automation	 Workflow replacing 3+ tasks
6 ANALYTICS & OPTIMIZATION	Measure automation ROI	- Tracking Business processes and outcomes - Optimization for success	 Analytics Dashboard
 BONUS ADD-ON: BUILD YOUR AVATAR	Build your personal AI avatar to represent you/your brand	Design and train your custom avatar	 Your own custom Avatar for content creation

CUSTOM SOLUTIONS

Bespoke programs designed around your industry, your workflows, your maturity level, and the specific outcomes you're targeting.

In her usual style, she went above and beyond to assemble a memorable and unique educational experience; one that is still talked about today, almost a year later!

— Shela Block, Digital Media Specialist, KPMG

ENGAGEMENT FORMATS

MULTI-COHORT ROLLOUT

Cross-functional enterprise enablement

For organizations training 50 to 500+ knowledge workers across regions or business units. Phased delivery, blended virtual and in-person, embedded measurement.

ROLE-SPECIFIC COHORT

Function-tailored program

A cohort program adapted for one specific role or function: sales, finance, marketing, professional services. Discovery interviews, custom curriculum, post-program coaching.

INVESTMENT

Scoped post-discovery, book a call and we'll build a proposal.

SECTION 03

HACKATHON

Turn AI potential into applied capability, innovation and experimentation.

AI HACKATHON

This hackathon style workshop is designed for teams to build AI assistants to support their specific workflows.

Innovation sprint where teams design & test AI assistants for their highest-impact workflows. Teams learn how to structure knowledge & decision logic into usable AI systems. Organizations gain faster AI adoption, stronger internal capability & tangible workflow improvements tied to business priorities.

DURATION

1-4
Sessions

AUDIENCE

Non-Technical
Professionals

LEVEL

Beginner/
Intermediate

DELIVERY

In-Person,
Virtual or
Hybrid

Design your own AI Assistant.

SELECT YOUR TOOL(S):



WHAT WE COVER

Context Design

Decide the information the assistant needs: documents, brand voice etc.

Use Case Mapping

Plan the decisions, and repeat tasks the assistant should support.

Workflow Design

Map the assistant from input to final output.

Assistant Strategy

Define purpose,, tasks & success criteria.

Testing Refining

Test real scenarios & improve instructions

LEARNING OUTCOMES

- ✓ A mental model for AI that holds up as tools and models change.
- ✓ Prompts calibrated to your team's actual daily work, ready to use Monday.
- ✓ 3 to 5 workflows rebuilt: tasks reduced from hours to minutes.
- ✓ A shared AI vocabulary your whole team speaks from day one.

SECTION 04

BOOK A SPEAKER FOR YOUR NEXT EVENT

Thought leaders who move rooms & leave audiences to act.

Speaker Profiles

SANA MIAN

As a certified trainer, with over a decade of experience working with companies like KPMG and RBC, Sana is known to deliver engaging & inspiring sessions leveraging techniques that are learner-focused. She leaves the audience with shared language around AI, that they can use immediately.

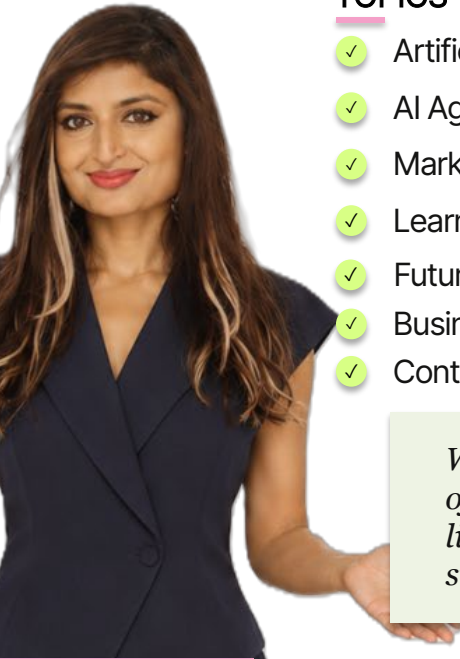
HER EDGE?

Turning complex ideas into knowledge that sticks.

TOPICS

- ✓ Artificial Intelligence
- ✓ AI Agents
- ✓ Marketing x AI
- ✓ Learning x AI
- ✓ Future of Work
- ✓ Business Storytelling
- ✓ Content Creation x AI

We tailor each presentation to the needs of our audience & are not limited to the listed topics. Please ask about other subjects that interest your audience.



"She has a calm, confident presence on stage and communicates complex ideas in a way that feels clear and approachable. She engages people naturally, keeps the room focused, and creates an environment where attendees feel comfortable thinking critically."

— Rida Dar, Faculty Head - Digital Marketing, Graphic Design & AI

HINA MIAN

Award-winning marketer and speaker. She helps non-technical leaders adopt AI with clarity, confidence, and measurable business impact. She delivers executive-ready AI guidance that drives action during the session and momentum long after the event ends.

HER EDGE?

Big-picture thinking with sleeves-rolled-up execution.

FORMATS

- ✓ Keynotes
- ✓ Leadership Workshops
- ✓ Internal Enablement Sessions



"We had her as a speaker in an event on AI and changing market dynamics. She is knowledgeable and articulate. I would recommend her strongly as a speaker on tech!"

— Salman Abedin, Chief Marketing Officer (CMO)

"She opened with a story that made the whole room stop. Confident delivery, practical examples, and a clear framework people could take home and use. Multiple attendees called it thought-provoking and engaging. One called her a captivating storyteller. I'd agree with that."

— David Cyrus, Founder & CEO Fit Commit

LET'S BUILD YOUR AI ADVANTAGE

Clarity. Confidence. Real impact.

We partner with forward-thinking businesses to build the AI skills, systems, and strategy your team needs to stay competitive and keep growing.

WHY CLIENTS CHOOSE US



PRACTICAL
EXPERTISE



CUSTOM
APPROACH



ONGOING
SUPPORT



FAST
RESULTS

TRUSTED BY

500+

Professionals
Trained

4.9/5

Avg
Satisfaction
Rating

30%+

Average Time
Saved

50+

Organizations
Served

"Working with Future Factors transformed how our entire team thinks about and uses AI. It wasn't just training it was a turning point."

— James M., CEO

BOOK A FREE AI STRATEGY CALL

- ✓ 30-min discovery call (no commitment required)
- ✓ Map your AI opportunity areas together
- ✓ Custom program recommendation included

BOOK YOUR CALL

→ hello@futurefactors.ai