AI at Work by Synottic

Enterprise AI Capability & Learning Platform. Think Better. Work Smarter. Stay Relevant.

Proposal and programme catalogue for enterprise clients · November 2026

Your people have access to AI. Is the work getting better?

Using an AI tool is the start. Capability is what changes the work.

Tool access is not the same as AI capability

Four shifts AI at Work is designed to create.

USING AI TOOLS		BUILDING AI CAPABILITY
~~Accept the answer~~	→	**Check the answer**
~~Same process, faster~~	→	**A better process**
~~Generic prompts~~	→	**Clear context**
~~One tool's features~~	→	**Skills that last**

Six situations your people will recognise

Illustrative workplace situations: common needs, not research findings.

01 **“I use AI, but I still spend time fixing the output.”** — Better context beats better prompts. → MIRROR habit: Inquire · RCTF

02 **“I don't know which work task is worth improving.”** — Pick the work before the tool. → MIRROR habit: Meet

03 **“The answer sounds convincing. Can I trust it?”** — Confidence is not correctness. → MIRROR habit: Recheck · SIFT

04 **“I keep repeating the same work.”** — Redesign the work. Don't just speed it up. → MIRROR habit: Redesign · MAP + FLOW

05 **“I don't know which AI tool is appropriate.”** — Start from the task, then choose the tool. → MIRROR habit: Meet

06 **“I want to use AI without losing my professional judgment.”** — AI reflects. You decide. → MIRROR habit: Own · CORE

AI at Work, on one page

A complete AI workforce capability solution: adopt it whole, or one pathway at a time.

Four learning pathways Everyday Work, Your Role, Leaders and Builders, organised around one question: what do you want to achieve with AI?

44 programmes Each with its own page, from first steps to building AI agents. Curated programmes end with a certificate of completion.

One learning spine: MIRROR Six habits from The Intelligence Mirror, applied to everyday work in every programme.

Enterprise AI Academies The four pathways combined into one journey, adapted to your roles, workflows, approved tools and policies.

Human-Centred and responsible People keep judgment and accountability. AI extends what they can do.

What this deck covers

1. **Our approach** Human-Centred AI and the MIRROR framework
2. **Four learning pathways** Everyday Work, Your Role, Leaders, Builders
3. **Enterprise AI Academies** How organisations combine the pathways
4. **Why Synottic** Responsible practice, measurement and proof
5. **Programme catalogue** All 44 programmes, with links

01

Our approach

Human-Centred AI: people keep judgment, AI extends what they can do.



AI Reflects. You Decide.

Don't just learn AI. Learn what to do with it.

MIRROR: six habits in every programme

From The Intelligence Mirror by Amit Kumar Soni. The learning spine of AI at Work.

M

Meet

See AI clearly before you rely on it.

I

Inquire

Ask better questions to get more useful answers.

R

Recheck

Do not confuse confidence with correctness.

R

Redesign

Do not just speed up the old process. Rethink the work.

O

Own

Keep human judgment and accountability where they belong.

R

Rise

Keep learning and help others grow.

Each habit comes with a tool and a practical output

Habit	Tool	What learners practise	What they produce
Meet	—	Explaining what AI can and cannot do, and judging whether a task is a good fit.	Task suitability note
Inquire	RCTF: Role, Context, Task, Format	Improving instructions and adding the context that was missing.	Reusable RCTF prompt pattern
Recheck	SIFT: Stop, Investigate, Find Better, Trace	Spotting unsupported claims, finding reliable sources and tracing the logic.	Verification record
Redesign	MAP: Map the current workflow first FLOW: Find the bottleneck, Lose dead weight, Optimize around AI's strengths, Watch with a human checkpoint	Mapping the work, removing waste and placing human checkpoints.	Proposed workflow blueprint
Own	CORE: Consequence, Ownership, Reversibility, Ethics TRUST: Think Before You Paste, Review the Output, Understand the Source, Secure Your Data, Take Responsibility	Evaluating decisions, risk, data, accountability and when to escalate.	Decision boundary and responsible-use check
Rise	Mind-First: Think first, invite AI second, compare perspectives, reflect, and then decide	Thinking first, comparing perspectives and reflecting before deciding.	Application plan and team learning action

One task, carried through MIRROR

Illustrative example: turning hundreds of survey comments into recommendations for leadership.

	Meet	Inquire	Recheck	Redesign	Own	Rise
You	Frame the real job: three clear priorities, not a pile of comments.	Ask for themes, each backed by representative quotes.	Check each theme against the raw comments and correct the overstated one.	Turn the steps into a repeatable workflow for every survey cycle.	Decide the three recommendations and present them in your own words.	Apply the approach to exit interviews and customer feedback.
AI	Explains what it can and can't reliably do with free-text answers.	Groups the comments into themes and drafts a summary.	Shows the comments behind every theme, so checking is quick.	Runs the same structured analysis each time.	Drafts the briefing. Conclusions and accountability stay yours.	Becomes a dependable partner across more of your work.

Outcome: evidence-backed priorities, a reusable workflow, and decisions you own.

Learning people do, not just watch

From understanding to their own work, in four moves.

1

Learn

Plain language and live demos.

→

2

Practise

Hands-on labs on real tasks.

→

3

Apply

A capstone on their own work. 42 programmes end with one.

→

4

Embed

A plan to keep going, and a certificate of completion.

02

Four learning pathways

One question: what do you want to achieve with AI?

Four pathways, from first steps to building agents

Each starts from what people want to achieve, not from a list of tools.

01 AI for Everyday Work

Learn AI. Improve how you work. For professionals, beginners and everyday ai users. 17 programmes.

02 AI for Your Role

Apply AI to the work you do. For functional professionals and department teams. 16 programmes.

03 AI for Leaders

Lead people, decisions and transformation. For managers, functional heads, executives and boards. 5 programmes.

04 AI for Builders

Design, build and work with intelligent AI solutions. For developers, technical professionals and ai practitioners. 5 programmes.

Not sure where to start? New to AI: AI Literacy Essentials. Already using AI: AI Productivity for Working Professionals. Leading a team, function or enterprise: AI for Leaders. Building agents: AI Agents Essentials.

01 AI for Everyday Work: 17 programmes

Learn AI. Improve how you work. In the order a learner meets them.

Start here: AI foundations	AI Literacy Essentials	AI Security & Responsible Use	Advanced AI Literacy		
Apply AI to daily work	AI Productivity for Working Professionals	AI Research & Deep Research	AI for Data Analysis & Decision Support		
Specialist skills	Prompt Engineering	Generative AI Tools Mastery			
Master one AI assistant	Microsoft Copilot	ChatGPT	Claude	Gemini	NotebookLM
More assistants	Perplexity	Grok	DeepSeek	AI Productivity Stack	

Flagship: AI Productivity for Working Professionals

10 modules · Applied · for business professionals, managers and functional teams.

01	AI Productivity Foundations & Mindset
02	AI Prompt Engineering for Business
03	AI Business Communication
04	AI Research & Critical Thinking
05	Knowledge Management & Meetings
06	Data Analysis & Insights
07	Presentations & Visual Communication
08	AI Automation & Agents
09	AI Across Business Functions
10	Personal AI Operating System & Capstone

ENTERPRISE CAPSTONE

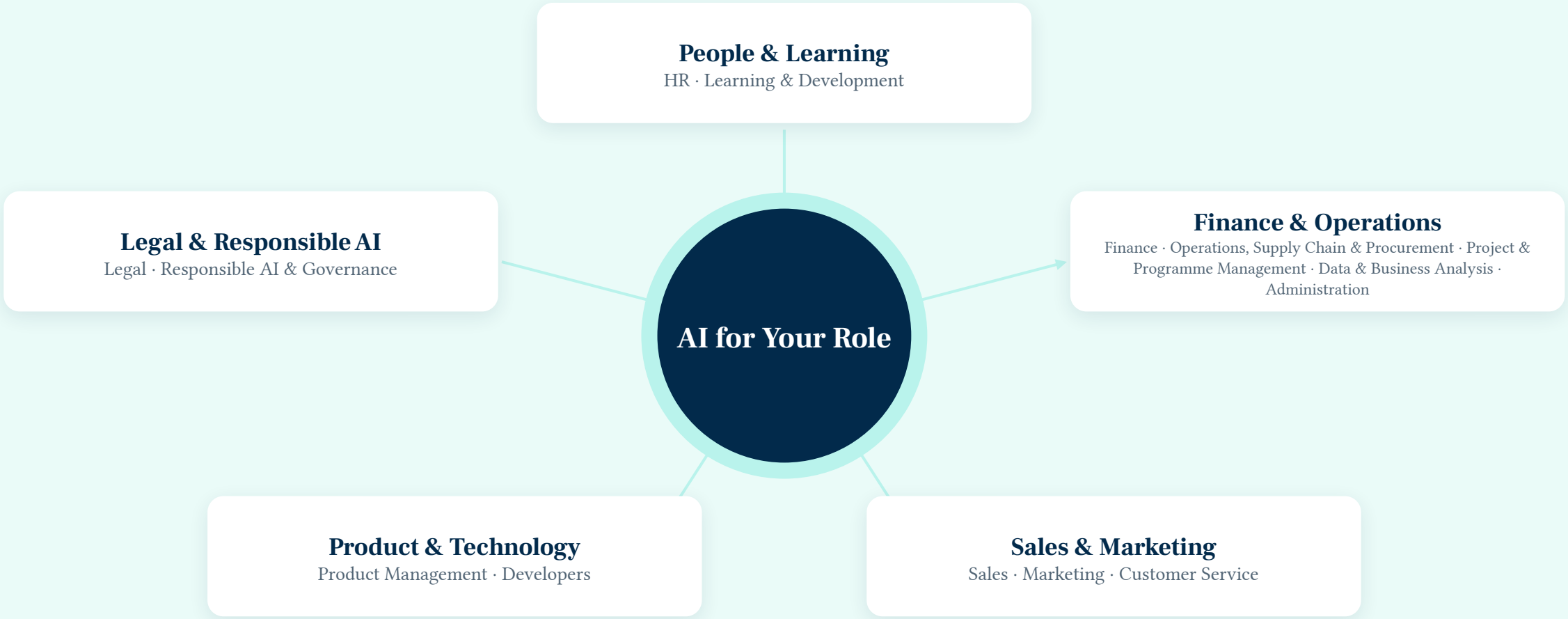
Redesign a real business workflow using AI, demonstrating improved productivity, workflow optimization, collaboration, automation and measurable business outcomes.

WHAT LEARNERS BUILD

- Map of AI opportunities in your daily work
- Personal AI productivity system
- Enterprise prompt library
- AI workflow portfolio

02 AI for Your Role: 16 programmes across five business areas

Built around the tasks, decisions and workflows of each function.



Where AI helps in each role, and what stays human (1/2)

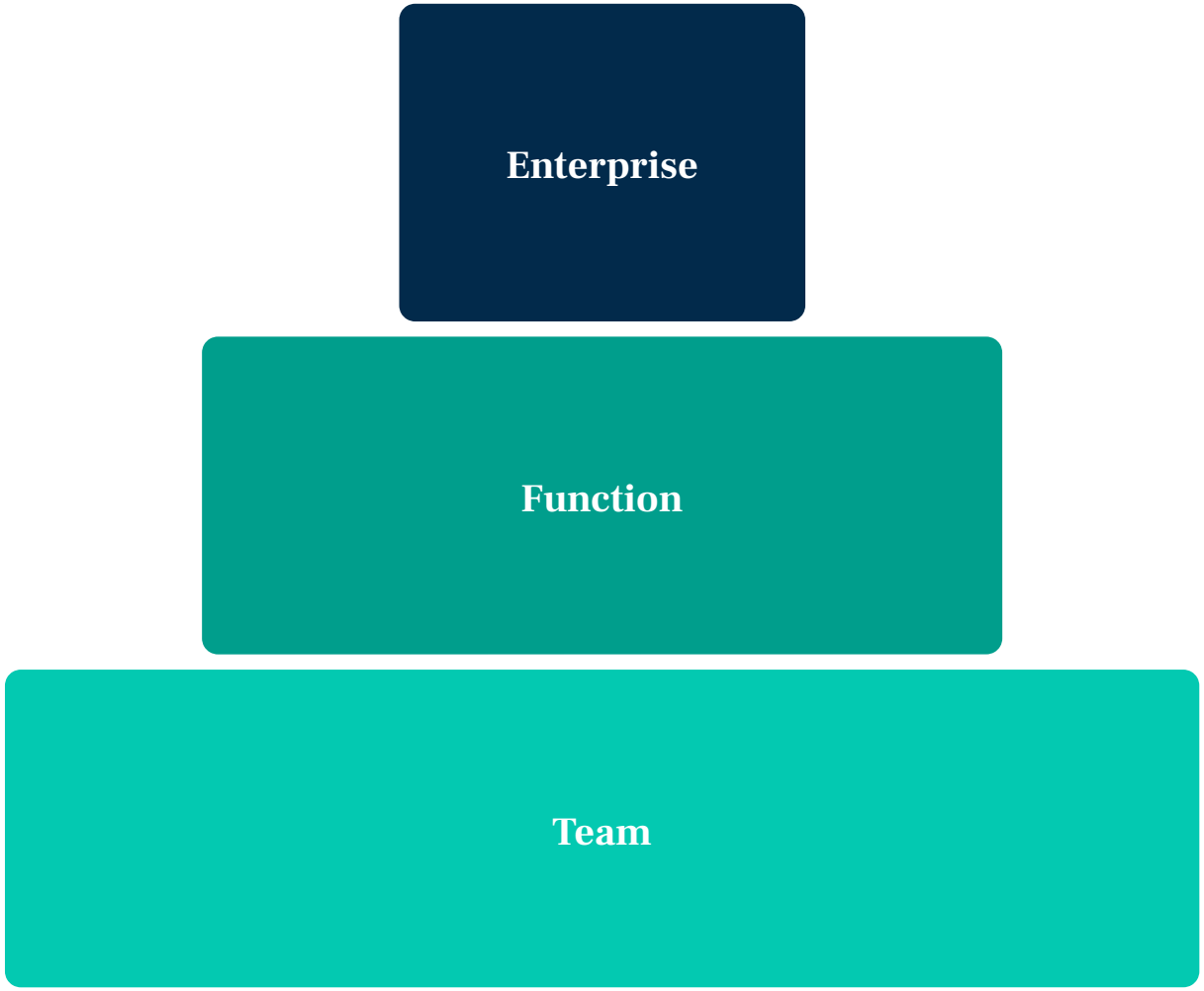
Role	Where AI can help	What stays human
HR	Recruitment support, Employee communications, Feedback synthesis, Workforce planning	Use only approved tools and data. Final employment decisions stay human-led.
Learning & Development	Learning needs analysis, Performance consulting, Instructional design, Learning content development	Instructional judgment and subject-matter review stay with you.
Finance	Reporting preparation, Variance commentary, Financial document comparison, Scenario analysis	Validate every figure and formula. Generated numbers are never authoritative.
Operations, Supply Chain & Procurement	Process documentation, Workflow mapping, Exception handling, Operational reporting	Forecasts and supplier decisions are checked against real data and owned by people.
Project & Programme Management	Project charters and plans, Risk and RAID tracking, Status reporting, Stakeholder communication	—
Data & Business Analysis	Data preparation, Trend and anomaly analysis, Dashboards, Scenario analysis	Analysis is checked against governed data before it informs a decision.
Administration (in development)	Documentation, Reporting, Information management, Process support	Check names, dates and commitments before anything is sent.

Where AI helps in each role, and what stays human (2/2)

Role	Where AI can help	What stays human
Sales	Prospect research, Meeting preparation, Outreach, Proposal support	No unsupported product promises. Customer commitments stay human-owned.
Marketing	Audience research, Campaign planning, Content development, Brand consistency	Claims are checked for truth. Brand and campaign decisions stay with the team.
Customer Service	Response drafting, Ticket categorisation, Knowledge retrieval, Sentiment and feedback insights	Customers can always reach a person. AI suggestions are reviewed before they reach a customer.
Product Management	Product discovery, Customer research, Requirements, Roadmaps	AI can structure the evidence. Product decisions stay with the team.
Developers	AI-assisted coding, Debugging, Testing, Code review	Treat AI-generated code as untrusted until it is reviewed and tested.
Legal	Legal research, Contract analysis support, Document review, Legal knowledge management	Legal review stays with qualified professionals. AI output is a draft, never advice.
Responsible AI & Governance	Responsible-use principles, Risk awareness, Human oversight, Data protection	Governance learning supports, and does not replace, formal legal and compliance review.

03 AI for Leaders: separated by the responsibility you hold

Also for leaders: AI Risk & Governance for Leaders, and a Customized Executive AI Retreat.



Executive AI Strategy & Transformation. For CEOs, CXOs and boards: shape enterprise AI strategy and transformation.

AI Strategy for Business Leaders. For functional and business heads: prioritise AI opportunities across your function.

AI for Managers & Team Leaders. For people managers: improve how your team works with AI, with a 30-day AI action plan.

synottic.com/services/enable#leaders ↗

04 AI for Builders: understand, build, advance, architect

Supporting skill: Advanced Prompt and Context Engineering (context, retrieval and tool use).

1

Understand · AI Agents Essentials

What are AI agents, and where do they make sense in our work? The starting point. Written for business and technical professionals alike.

2

Build · AI Agent Builder

How do I design, build and evaluate an AI agent? Hands-on engineering for developers and technical practitioners. Best after AI Agents Essentials.

3

Advance · Advanced Agentic AI

How do I build reliable multi-agent and agentic RAG systems? Advanced architecture for experienced AI engineers and architects.

4

Architect · Enterprise Agentic AI

How do we run agentic AI across the enterprise, safely and at scale? Enterprise design, operations and governance for technology and transformation leaders.

03

Enterprise AI Academies

The four pathways, combined into one journey for your workforce. For CHROs, CLOs, L&D, CIOs, CTOs and functional heads.

Build the academy your organisation needs

Combine programme types. Each draws on one or more of the four pathways.

	Everyday Work	Your Role	Leaders	Builders
Workforce AI foundations: A shared starting point in AI literacy and safe use.	✓	×	×	×
Leadership AI development: Managers, functional heads and executives, each at their level.	×	×	✓	×
Functional AI academies: Role-based learning for one or more business functions.	×	✓	×	×
AI champions development: Internal champions and trainers who carry the learning forward.	✓	✓	×	×
Responsible AI capability: Safe, accountable use across the workforce.	✓	✓	×	×
Advanced technical AI: Agent design and engineering for technical teams.	×	×	×	✓
Workflow improvement programmes: Teams redesign real workflows with AI and a human checkpoint.	✓	✓	×	×

How an Enterprise AI Academy comes together

Six steps, measured against objectives you agree with us.

01 02 03 04 05 06

Discover

Discover workforce needs

Business goals, priorities and the work your people repeat.

Assess

Assess current AI capability

Roles, tasks, approved tools and where capability is missing.

Design

Design the learning pathways

The right mix of the four pathways for each group.

Deliver

Deliver customised learning

Live, practical learning built on your workflows and tools.

Apply

Support workplace application

Manager guidance and reinforcement, where included.

Measure

Measure against agreed objectives

Capability and adoption, measured where it is practical.

Adopt it whole, or start with one pathway

Formats: live online, in person, or an enterprise custom format. Executive programmes also run as executive briefings.

Individual programmes

Book any of the programmes for individuals or small groups.

A pathway for a group

One pathway for a function, a leadership cohort or a technical team.

Enterprise AI Academy

All four pathways in one workforce journey, adapted to your roles, workflows, approved tools and policies.

Tailored formats

Train the Trainer for internal champions, and a Customized Executive AI Retreat.

Every programme can be customised. Delivered in an enterprise custom format, adapted to your roles, workflows, approved tools and policies, and combined into an Enterprise AI Academy when you are ready.

04

Why Synottic

Practical, responsible and measured against what you agree.

Practised on real work, with a human check every time

Illustrative of the approach, not case studies. Each task appears in the named programme.

Work task	Programme	The human check	The result
Prepare a research brief	AI Research and Deep Research	Verify key claims against the originals and separate evidence from assumption.	A source-backed brief you can stand behind.
Create a stakeholder communication	AI for Project & Program Management	Check facts, dates and commitments. A person approves what is sent.	A clear message, explained well for each audience.
Analyse business information	AI for Data Analysis and Decision Support	Recalculate the important numbers and test the explanation against the source.	A short decision brief, with its evidence.
Prepare for a customer meeting	AI for Sales	Confirm every fact about the customer. No unsupported promises.	A sharper meeting, and follow-ups that actually happen.
Improve a learning design	AI for Learning & Development	Instructional judgment and subject-matter review stay with you.	A better design, built faster, around real performance.
Review a financial report	AI for Finance	Validate every figure and formula. Generated numbers are never authoritative.	A clear explanation of what changed and why.
Map a workflow	AI Productivity for Working Professionals	Decide where AI helps and where a person must review or decide.	A redesigned workflow with a human checkpoint.
Develop an AI-assisted process	AI Agents Essentials	Keep a human in the loop for anything consequential.	A repeatable process, with oversight built in.

What your people leave with

Practical artefacts, depending on the programme, plus a certificate of completion.

- **AI Opportunity Map** — A structured list of recurring tasks, challenges, potential AI applications and opportunities to assess.
- **RCTF prompt pattern** — A reusable way to describe the role, context, task and format for a common work requirement.
- **SIFT verification record** — A record of claims checked, sources examined, gaps found and actions taken before using an important output.
- **Workflow map and redesign** — The current process, its bottleneck, unnecessary steps, the proposed role of AI, and where a person reviews or decides.
- **CORE decision check** — A short reflection on the consequences, ownership, reversibility and ethics of an AI-assisted decision.
- **TRUST checklist** — Practical checks for data, sources, output quality and accountability.
- **Personal AI practice plan** — A realistic next-step plan for applying one or more practices consistently in everyday work.

Six reasons organisations choose AI at Work

01 **Human-Centred AI** — People keep judgment and accountability. AI extends what they can do.

02 **Work-first learning** — Learning starts from the tasks and decisions in each role, not from a list of tools.

03 **The MIRROR framework** — Six habits from The Intelligence Mirror, applied to everyday work.

04 **Practical application** — Learners work on realistic tasks or their own work, depending on the programme.

05 **Responsible AI** — Data, sources, accuracy and accountability are checked at every step.

06 **Research-informed design** — Built on Synottic's research into how people and organisations adopt AI.

Improvement you can evidence, not promises.

AI at Work helps teams identify and test potential improvements, then assess them by time, quality, consistency and rework.

Learning from a Human-Centred AI company

Led by Amit Kumar Soni, Founder & CEO of Synottic and author of The Intelligence Mirror.

50K+

Professionals reached

20+

Organisations served

150+

AI programmes delivered

15+

Countries reached

4.9/5

Client rating

ISO 42001

and ISO 21001 certified

05

Programme catalogue

All 44 programmes, each linked to its page. Click a link to open it.

01 AI for Everyday Work (1/2)

Foundations, daily work and specialist skills

Programme	Level	Modules	Programme page
AI Literacy Essentials	Foundation	11	synottic.com/services/enable/ai-essentials/ai-literacy-essentials
AI Security and Responsible Use	Foundation / Applied	10	synottic.com/services/enable/ai-essentials/ai-security-responsible-use
Advanced AI Literacy	Intermediate / Advanced	10	synottic.com/services/enable/ai-essentials/advanced-ai-literacy
AI Productivity for Working Professionals (flagship)	Applied	10	synottic.com/services/enable/ai-at-work/ai-productivity-at-work
AI Research and Deep Research	Applied	10	synottic.com/services/enable/ai-at-work/ai-research-deep-research
AI for Data Analysis and Decision Support	Applied	10	synottic.com/services/enable/ai-at-work/ai-data-analysis-decision-support
Prompt Engineering	Applied	10	synottic.com/services/enable/ai-at-work/prompt-engineering
Generative AI Tools Mastery	Intermediate / Applied	10	synottic.com/services/enable/ai-at-work/generative-ai-tools-mastery

01 AI for Everyday Work (2/2)

Master one AI assistant

Programme	Level	Modules	Programme page
Microsoft Copilot Mastery	Applied	10	synottic.com/services/enable/ai-tools/microsoft-copilot-mastery
ChatGPT Mastery	Applied	10	synottic.com/services/enable/ai-tools/chatgpt-mastery
Claude Mastery	Beginner to Advanced	10	synottic.com/services/enable/ai-tools/claude-mastery
Gemini Mastery	Applied	10	synottic.com/services/enable/ai-tools/gemini-mastery
NotebookLM Mastery	Applied	10	synottic.com/services/enable/ai-tools/notebooklm-mastery
Perplexity Mastery	Applied	10	synottic.com/services/enable/ai-tools/perplexity-mastery
Grok Mastery	Applied	10	synottic.com/services/enable/ai-tools/grok-mastery
DeepSeek Mastery	Applied / Advanced	10	synottic.com/services/enable/ai-tools/deepseek-mastery
AI Productivity Stack	Applied	10	synottic.com/services/enable/ai-tools/ai-productivity-stack

02 AI for Your Role (1/2)

People & Learning, Finance & Operations

Programme	Level	Modules	Programme page
AI for HR	Applied	10	synottic.com/services/enable/ai-for-roles/ai-for-hr
AI for Learning & Development	Applied	10	synottic.com/services/enable/ai-for-roles/ai-for-ld
AI for Finance	Applied	10	synottic.com/services/enable/ai-for-roles/ai-for-finance
AI for Operations & Supply Chain	Applied	10	synottic.com/services/enable/ai-for-roles/ai-for-operations
AI for Procurement	Applied	10	synottic.com/services/enable/ai-for-roles/ai-for-procurement
AI for Project & Program Management	Applied	10	synottic.com/services/enable/ai-for-roles/ai-for-project-program-management
AI for Data & Business Analysts	Applied	10	synottic.com/services/enable/ai-for-roles/ai-for-data-business-analysts
AI for Administration	Applied · in development	10	synottic.com/services/enable/ai-for-roles/ai-for-administration

02 AI for Your Role (2/2)

Sales & Marketing, Product & Technology, Legal & Responsible AI

Programme	Level	Modules	Programme page
AI for Sales	Applied	10	synottic.com/services/enable/ai-for-roles/ai-for-sales
AI for Marketing	Applied	10	synottic.com/services/enable/ai-for-roles/ai-for-marketing
AI for Customer Service	Applied	10	synottic.com/services/enable/ai-for-roles/ai-for-customer-service
AI for Product Management	Applied	10	synottic.com/services/enable/ai-for-roles/ai-for-product-management
AI for Engineering	Practitioner	10	synottic.com/services/enable/ai-for-roles/ai-for-engineering
AI for Legal & Compliance	Applied	10	synottic.com/services/enable/ai-for-roles/ai-for-legal-compliance
Responsible AI Essentials	Foundation	10	synottic.com/services/enable/responsible-ai/responsible-ai-essentials
AI Governance Practitioner	Advanced	10	synottic.com/services/enable/responsible-ai/ai-governance-practitioner

03 AI for Leaders, and Enterprise formats

Leadership programmes, plus Train the Trainer for Enterprise AI Academies

Programme	Level	Modules	Programme page
AI for Managers & Team Leaders	Practical / Applied	8	synottic.com/services/enable/ai-for-leaders/ai-for-managers
AI Strategy for Business Leaders	Practical / Applied	10	synottic.com/services/enable/ai-for-leaders/ai-for-business-leaders
Executive AI Strategy & Transformation	Strategic	10	synottic.com/services/enable/ai-for-leaders/ai-for-executives
AI Risk & Governance for Leaders	Strategic	10	synottic.com/services/enable/responsible-ai/ai-risk-governance-for-leaders
Customized Executive AI Retreat	Board & C-Suite · tailored	Tailored	synottic.com/services/enable/custom-learning/customized-executive-ai-retreat
Train the Trainer Program	Internal Champions · tailored	Tailored	synottic.com/services/enable/custom-learning/train-the-trainer

04 AI for Builders

Understand → Build → Advance → Architect, plus a supporting skill

Programme	Level	Modules	Programme page
AI Agents Essentials	Foundation / Applied	10	synottic.com/services/enable/agentic-ai/ai-agents-essentials
AI Agent Builder	Practitioner	10	synottic.com/services/enable/agentic-ai/ai-agent-builder
Advanced Agentic AI	Advanced	10	synottic.com/services/enable/agentic-ai/advanced-agentic-ai
Enterprise Agentic AI	Advanced	10	synottic.com/services/enable/agentic-ai/enterprise-agentic-ai
Advanced Prompt and Context Engineering	Advanced	10	synottic.com/services/enable/ai-at-work/advanced-prompt-context-engineering

Where would you like to start?

Find the right AI learning for your people, your functions or your whole organisation.

1. **Explore the pathways** synottic.com/services/enable: every programme has its own page.
2. **Discover your workforce needs** Business goals, priorities and the work your people repeat.
3. **Assess current AI capability** Roles, tasks, approved tools and where capability is missing.
4. **Design your Enterprise AI Academy** The right mix of the four pathways for each group.

Discuss an Enterprise AI Academy

From knowing AI to improving the way work gets done.

AI at Work by Synottic

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