

Foundational AI Bootcamp

Turn your team into expert AI users— see ROI in weeks, not years.

AI is not just a technology problem-- it's a people skills problem.

Everyone has the same AI tools. **The winners are the companies whose people actually know how to use them.**

Your people waste hours every day on work AI could handle in minutes—but they don't know where to start. We show your entire company what's possible, give them wins on day one, and support your internal champion as they drive adoption. While your competitors spend a year debating pilots, your team is already working faster—and that advantage compounds as AI improves.

BOOTCAMP OVERVIEW

Our Solution:

Prompt → Skill → Agent

- **Prompting:** Clear, specific, context-rich direction for research, writing, and brainstorming
- **Skills:** Training manuals that teach your AI to replicate your processes: your voice, your formats, your brand
- **Connectors & Desktop AI:** AI inside your files, your apps, and Microsoft Office (like Claude Cowork)
- **Scheduled Tasks:** Skills on a trigger; autonomous digital assistants that work without being prompted

Program Format:

6 Weeks of Strategic Enablement + Leadership Consulting Session

- **Live Weekly Workshops (60 mins):**
 - Demo → Strategy → Practice
- **Office Hours (daily, optional):**
 - Personalized Support + Q&A
- **Asynchronous Video Modules:**
 - Foundational AI Content
- **Capstone Project:**
 - One real workflow from your own work, built and presented
- **Next Steps Strategy Session:**
 - Company-wide Alignment + AI Roadmap

Deliverables

- **A custom context skill** so your AI knows your role, company, and priorities
- **A skill that writes in your tone**, plus a custom skill library for your team
- **A working agent:** a skill on a schedule, built on your own recurring work
- **A list of concrete**, role & industry-specific use cases
- **A repeatable workflow** for long-term AI success, with
 - A team-wide Q&A + a free consult for immediate AI challenges
 - An included consulting hour to develop your team's AI Strategy & Implementation
- **A month of continued support:** session recordings, office hours, and a follow-up strategy session



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Key Benefits



- Save 5-20 hours daily (per cohort of 10)
- 6 weeks to achieve measurable impact.
- Teams complete tasks 56% faster with generative AI.
- Companies adopting AI grow their revenue 2.5x faster
- Reduce time spent on menial tasks
- Augment employee abilities
- Ability to navigate + use AI technology

56%

Faster task completion with AI

5-10x

Expert vs beginner AI productivity gap

5-15 hours

Average time Kiingo participants save with AI

Content Overview

Week	Module	Goals
1	AI Foundations	• Set up your AI effectively + develop your custom context prompt • Meet your capstone project: one real workflow from your own work, built across the six weeks • Work with AI as a partner, not a crutch, and learn where it hallucinates so you can catch it
2	Learn Deeper, Think Broader	• Prompting principles: be clear, be specific, provide context • Use deep research tools and NotebookLM to produce multi-source research reports • Brainstorm with AI: diverge for variety, converge on the best ideas, then turn your context prompt into a skill
3	Information Analysis	• Analyze your data with AI: upload a spreadsheet for instant insights, or work right inside your spreadsheet • Build a Q&A Project over your own documents: a reusable, pre-prompted assistant for repeated tasks • Skills: training manuals that teach your AI to replicate your voice, formats, and brand; a few great skills beat many mediocre ones
4	Connectors, AI in Office & Your First Agent	• Reach into your apps with connectors + MCP, and pause before granting write access • AI in Microsoft Office, plus a desktop app for local files and multi-step work (like Claude Cowork) • Scheduled tasks: the Prompt → Skill → Scheduled Task throughline
5	Build Your Agent	• Hands-on workshop: leave with one working skill and one scheduled task tied to your own work • The “immaculate result” principle + Kiingo’s RII framework (Research, Interview, Implement, Iterate) • Calendar briefing agent walk-through, then brainstorm and build your own
6	Capstone & the Frontier	• Present your capstone: the problem, your prompt → skill → task, the result, and time saved • Plugins: bundle skills so your whole organization runs the same playbook • Browser control, agentic coding tools, and advanced skill features
7	Leadership Strategy Session	• AI strategy next steps, implementation planning, • Troubleshooting, executive roadmap alignment

Accountability

Vision & Strategy

Use Cases

Learning

Incentives

Psych Safety

Lead by Example

Governance

Kiingo AI Adoption Model

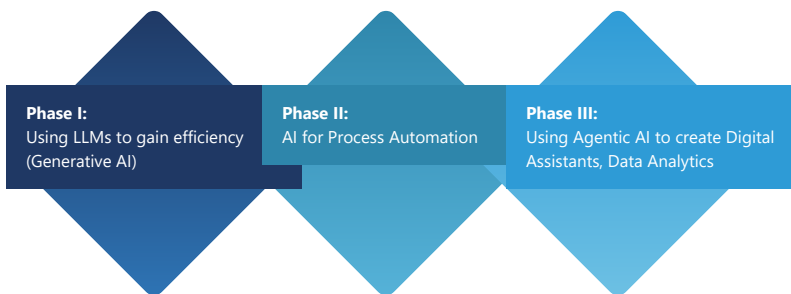
How businesses turn AI intent into real, sustained usage.

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Kiingo AI Adoption Process Flow

A three-phase roadmap for business adoption.



From a Vistage Chair

I have clients interested in improved application of AI and can now recommend Kiingo from experience.

I was already addicted to the benefits of using AI as an advisor and research assistant, **but I feel several times more effective and now understand how to use it in the context of teams** and larger project planning and automation.

-- Todd Girvin, Vistage Chair

Why Kiingo? What a Recent Client Had to Say:

I am certainly no technical geek, but with Kiingo's bootcamp I gained comfort and familiarity with using AI really quickly. **The bootcamp gave me an all-important vision about how I can leverage AI.** And Kiingo gave me impactful use cases for my business and continue to do so with their informational newsletters.

-- Doug Roberts, Vistage Chair | Founder & President of Rocket Leaders



BUILD YOUR AI ADVANTAGE TODAY

Contact: sohrab@kiingo.com | Website: kiingo.com

Custom proposals and team onboarding available upon request.