

Identify three workflows your company can improve with AI and leave with one implementation-ready 30-day pilot—without purchasing another major system.

DATE Friday, 4 December 2026 9:00 am–5:30 pm	VENUE Singapore classroom. Address sent after confirmation.	PRICE S\$595 per participant, before GST if applicable	CLASS Minimum 8, maximum 16. Eight paid by 24 November.
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OUTCOME

By 5:30 pm you will have three bounded workflows and one pilot ready to run for 30 days: a measured baseline, a human–AI specification, a named owner, review gates and a stop condition. The pilot uses tools your company already allows.

DELIVERABLES

- An inventory of at least 12 recurring workflows, with three selected
- A baseline and success measure for each selected workflow
- One complete pilot specification, plus two smaller tests
- A four-week plan, workbook and Excel toolkit
- Day-30 group clinic on Monday, 4 January 2027, and lunch

FLOW-30 METHOD

F — Find List recurring friction before looking at tools.	L — Log Map the work and record the current baseline.	O — Option-screen Test eligibility, value, readiness and exposure.	W — Write Specify human review, data limits and fallback.	30 — Decide Run four weeks, then scale, redesign, hold or stop.
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THE DAY

9:00–9:30	Define one measurable business outcome	3:30–4:30	W — Write review, boundaries and fallback
9:30–10:15	Separate suitable workflows from tool shopping	4:30–5:15	30 — Build the four-week implementation plan
10:30–11:30	F — Find an inventory of recurring work	5:15–5:30	Name the owner, first test date and decision
11:30–12:30	L — Log the current state and baseline	Breaks	10:15 and 3:15. Lunch 12:30–1:30.
1:30–2:30	O — Screen eligibility, value, readiness, exposure	Who	SME owner, director, manager or process owner. No programming required.
2:30–3:15	Choose one primary pilot and two micro-tests	Bring	One real workflow and rough volume or time. No confidential records.

PRIVACY ARRANGEMENTS

Company-specific worksheets stay with you. In the room, discuss the type of workflow only—not customers, employees, prices, margins, suppliers or proprietary steps. Demonstrations use fictional cases. Do not put confidential information into any AI tool. Direct competitors are not placed in the same cohort without consent. If the work itself cannot be discussed in a mixed group, book an in-house session. This is operational guidance, not legal advice.

FAQ

Is a seat confirmed when I apply? No. We review suitability, then send payment instructions. Do not book travel until confirmation. The venue follows confirmation.	Must we buy software? No. The pilot is designed around tools the company already allows, without another major system.
What if fewer than eight have paid? If that is still true on 24 November 2026, the day does not run. Paid participants receive a full refund or a transfer.	Can I cancel or send someone else? 14 or more days before: full refund. 7–13 days: 50% or one transfer. Under 7 days: no refund. A substitute is allowed until 5:00 pm the day before. No-show: no refund.