

ASSUREAI BROCHURE

AssureAI Course Brochure

Confident AI adoption for the public sector.

Practical AI training and adoption support for public sector teams that need confidence, clear boundaries and useful next steps.

Public sector focused training

Practical safe-use materials

Manager and governance support

CONTEXT

Why this training exists

Public sector organisations are already seeing staff experiment with AI tools. The practical question is whether that use is safe, consistent and appropriately supervised.

Training should make AI adoption more manageable: what tools can help with, where risk sits, when human judgement is essential and how managers should set boundaries.

Public sector realities

- Resident data and public trust matter.
- Information handling cannot be an afterthought.
- Accuracy, fairness and accountability need active oversight.

Safe-use boundaries

- Use approved organisational routes.
- Avoid sensitive or confidential data in public tools.
- Review AI-supported work before it affects people or decisions.



AUDIENCE AND APPROACH

Who the training is for

AssureAI courses are designed for councils, local authorities, NHS bodies, schools, colleges, public sector teams and public service organisations.

Audience	Typical need
Staff and service teams	Understand safe practical use, common risks and review habits.
Managers and service leads	Set team rules, supervise use and escalate risk appropriately.
Digital, governance, IG and policy teams	Shape acceptable-use guidance, procurement questions and governance routes.
Leadership groups	Build a shared view of readiness, priorities and responsible adoption.

Plain English

Practical examples

Human oversight

Clear boundaries



COURSE RANGE

Course range at a glance

Course	Format	Audience size	Starting guide fee
AI Awareness Briefing	120 minutes or short half-day format	Up to 100 people	From £1,500 + VAT
Practical AI Skills Workshop	Half day	Up to 20 people	From £2,000 + VAT
Responsible AI for Managers	Half day	Up to 12 people	From £2,500 + VAT
Microsoft Copilot Readiness	Half day	Up to 20 people	From £2,000 + VAT
Full-Day Public Sector AI Training	Full day	Up to 20 people	From £5,000 + VAT
AI Policy & Governance Workshop	Full day	Up to 12 people	From £5,000 + VAT
AI Readiness Programme	4 to 6 weeks	Multi-team programme	From £25,000 + VAT

Fees are starting guide prices before any agreed tailoring, delivery format, travel, multi-session delivery or wider advisory support.

INTRODUCTORY AND PRACTICAL TRAINING

Awareness and practical skills

AI Awareness Briefing

FORMAT

120 minutes or short half-day format

AUDIENCE SIZE

Up to 100 people

STARTING GUIDE FEE

From £1,500 + VAT

Best for: Broad introductory sessions for staff, councillors, leaders or mixed internal audiences.

- What AI is and is not
- Practical public sector examples
- Risks, limits and common mistakes
- Safe-use principles and accountability

Typical materials: Slide deck, safe-use checklist, quick reference and certificate if required.

Practical AI Skills Workshop

FORMAT

Half day

AUDIENCE SIZE

Up to 20 people

STARTING GUIDE FEE

From £2,000 + VAT

Best for: Teams that want hands-on support using AI tools more effectively and safely in everyday work.

- Prompting basics
- Writing, summarising and planning tasks
- Information-handling boundaries
- Accuracy, bias and fairness checks

Typical materials: Workshop deck, prompting guide, exercise pack, safe-use checklist and certificate if required.

MANAGER OVERSIGHT

Responsible AI for Managers

Managers do not need to become technical specialists, but they do need a practical understanding of oversight, escalation and review.

Responsible AI for Managers

FORMAT

Half day

AUDIENCE SIZE

Up to 12 people

STARTING GUIDE FEE

From £2,500 + VAT

Best for: Managers, service leads and decision-makers who need to supervise AI use without becoming technical specialists.

- Oversight and accountability
- Staff use of AI in day-to-day work
- Escalation and review habits
- Practical team rules

Typical materials: Manager briefing deck, responsible-use checklist, discussion guide and escalation prompt sheet.

Manager control points

Set clear team rules

Review AI-supported work

Escalate sensitive use cases

COPILOT AND FULL-DAY TRAINING

Readiness and applied capability

Microsoft Copilot Readiness

FORMAT

Half day

AUDIENCE SIZE

Up to 20 people

STARTING GUIDE FEE

From £2,000 + VAT

Best for: Organisations preparing for, piloting or already using Microsoft Copilot.

- Readiness before rollout
- Permissions and document hygiene
- Practical Copilot use cases
- Manager oversight and adoption planning

Typical materials: Readiness checklist, use-case guide, safe-use principles and manager discussion prompts.

Full-Day Public Sector AI Training

FORMAT

Full day

AUDIENCE SIZE

Up to 20 people

STARTING GUIDE FEE

From £5,000 + VAT

Best for: Teams that need a fuller training day covering foundations, practical use, safe adoption and applied exercises.

- AI foundations and public sector context
- Productivity and workflow support
- Department-specific scenarios
- Team exercises and action planning

Typical materials: Full-day deck, participant workbook, prompt guide, safe-use checklist and action plan template.



GOVERNANCE AND READINESS

Controls, policy and multi-team adoption

AI Policy & Governance Workshop

FORMAT

Full day

AUDIENCE SIZE

Up to 12 people

STARTING GUIDE FEE

From £5,000 + VAT

Best for: Governance leads, transformation teams, senior managers and policy owners developing clearer AI controls.

- Current AI use and risk exposure
- Acceptable-use principles
- Governance roles and responsibilities
- Procurement and supplier questions

Typical materials: Policy outline, governance map, risk matrix, procurement question set and 90-day action plan.

AI Readiness Programme

FORMAT

4 to 6 weeks

AUDIENCE SIZE

Multi-team programme

STARTING GUIDE FEE

From £25,000 + VAT

Best for: Councils and larger public sector organisations needing a structured readiness programme.

- Discovery and readiness review
- Leadership and staff sessions
- Governance and policy workshop
- Use-case review and adoption roadmap

Typical materials: Readiness summary, training materials, workshop outputs, use-case themes and adoption roadmap.



STARTING POINTS

Suggested starting points

Buyer situation	Suggested starting point
Staff are already experimenting with AI.	AI Awareness Briefing or Practical AI Skills Workshop.
Microsoft Copilot is being considered or rolled out.	Microsoft Copilot Readiness.
Managers are unsure how to supervise AI use.	Responsible AI for Managers.
Policy, governance or procurement controls are the priority.	AI Policy & Governance Workshop.
The organisation wants a wider adoption plan.	AI Readiness Programme.

The right starting point depends on audience maturity, existing tools, governance context and how much practical adoption is already happening.

Not sure where to start? Begin with the audience that carries the most immediate risk or uncertainty: broad staff use, manager oversight, Copilot readiness, governance controls or a wider readiness programme.



DELIVERY AND MATERIALS

Delivery formats and materials

01

Delivery formats

- In-person workshops
- Remote sessions
- Hybrid delivery where appropriate
- Leadership briefings
- Team workshops
- Multi-session programmes

02

Typical materials

- Slide decks
- Safe-use checklists
- Workbooks and exercise packs
- Prompting and review guides
- Templates and discussion prompts
- Attendance certificates where relevant

Training can be tailored by audience, delivery format, current AI maturity, approved tools and organisational context.



RESPONSIBLE-USE NOTE

Boundaries and independence

AssureAI is an independent training provider. The work is focused on practical training, responsible adoption, clear boundaries and useful next steps.

AssureAI helps with

- Practical AI training
- Staff and manager awareness
- Safe-use principles
- AI readiness
- Adoption planning
- Policy and governance workshop support

AssureAI does not provide

- Legal advice
- Data protection advice
- Information governance approval
- Procurement approval
- High-risk AI system certification
- Public-body endorsement
- Software resale or implementation services

Where specialist legal, data protection, information governance or procurement advice is required, organisations should use their own approved advisers and internal governance routes.



NEXT STEPS

Discuss the right starting point

Use a short discovery call or tailored course-outline request to confirm the audience, delivery route, timing and procurement context.

WEBSITE	assureai.co.uk
EMAIL	contact@assureai.co.uk
REQUEST A CALL	assureai.co.uk/contact?interest=discovery-call
COURSE ENQUIRIES	assureai.co.uk/contact

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