Generative AI for Everyday Work: Drafting, Summarizing, and Analyzing with Confidence

Course FAST-02 · 8 hours · Instructor: Wadood Chaudhary · Presented by 7formations

Session 1. Grounded drafting (2 hours)

- How generative models work and fail, briefly
- Source binding and 'not in source'
- Work in rounds: outline, fill, polish
- Data rules and the shared-printer test
- **Lab 1: Grounded customer notice from a fictional policy sheet.**

Session 2. Summarizing for real readers (2 hours)

- Summary types: brief, decision memo, action list
- Readers and length
- Five-fact verification
- Long-file limits and chunking
- **Lab 2: Two-audience summary with fact-check log.**

Session 3. Comparing and extracting (2 hours)

- Tables from messy documents
- Images and PDFs as input
- Auditing every cell
- When to stop and use a spreadsheet
- **Lab 3: Three-quote comparison table with audit marks.**

Session 4. Building reusable helpers (2 hours)

- Saved instructions, custom GPTs, Gems, Copilot agents
- Writing instructions a coworker can reuse
- Measuring value: time and errors
- Final applied task and debrief
- **Lab 4: Configure a helper and complete the before-and-after log.**

Worksheets and deliverables

- W1 Grounded draft with gaps line
- W2 Two-audience summary and five-fact check

- W3 Extraction table audit
- W4 Helper specification sheet
- W5 Before-and-after time log

Attendance and completion

- Attendance is recorded at the start and end of every session (live virtual: platform attendance log plus an instructor roll call or poll; in-person: signed sheet).
- A trainee must attend 100% of instructional hours. A missed session may be made up by attending the same session in another scheduled cohort within 30 days; the make-up is logged the same way.
- A trainee must submit every required lab deliverable and score 'Meets' on the final applied task.
- Each completion record is tied to the trainee, the employer FEIN, and the course number, and is kept for the contract retention period.
- Incomplete trainees are not reported as completions and are not billed to anyone. FAST AI pays for completions only; employers and trainees are never charged.
- Optional asynchronous pre-work (under 10% of course time) is supplemental, is not counted as instructional hours, and never substitutes for a live session.

Assessment rubric

Each criterion is scored Not yet / Meets / Strong. Completion requires Meets on every criterion for the final deliverable (resubmission allowed within the course window).

Criterion	Meets standard
Grounding	Every claim traceable to the supplied source; gaps labeled
Verification	Five facts checked with result recorded
Reusability	Helper instructions run correctly for a partner
Value	Time log completed with honest quality note