Advanced AI: Automate Your AI Assistant and Professional Workflows

Training Program



Connect your second brain to your tools with MCP and automate your professional tasks.

This advanced two-day course enables participants to design a reliable, connected and automated professional second brain. It combines a structured Obsidian knowledge base with a production assistant such as Codex or Claude Code, then extends the environment with MCP (Model Context Protocol), a protocol for connecting data and tools, reusable workflows and controlled automations.

Participants work on their own use cases and leave with a structured Obsidian vault, at least one operational MCP connection, reusable templates and instructions, and a tested and documented automated workflow.

Objectives and target skills

- Design a second-brain architecture suited to the organization's processes, responsibilities and constraints.
- Structure a knowledge base that can be used by both people and AI assistants, with naming rules, metadata and source traceability.
- Understand MCP architecture and securely connect the assistant to internal and external data or services.
- Create reusable instructions, templates and skills to make recurring tasks reliable.
- Automate a workflow for capturing, qualifying, summarizing, filing and publishing information.
- Implement human controls, permissions, logs and tests to keep AI actions under control.
- Maintain, evaluate and evolve the system without degrading knowledge quality.

Audience	Prerequisites	Duration
✓ Executives, activity managers, innovation managers, consultants, trainers, process owners and advanced users who want to connect and automate their knowledge environment with AI.	✓ Bring a PC or Mac and have the permissions required to install software. ✓ Have an active subscription providing access to Codex, Claude Code or an equivalent assistant suited to the workshops. ✓ Bring one or two real use cases, examples of non-sensitive documents and authorized access to the services to be connected during the workshops.	2 days, or 14 hours.

Training content

Day 1 - Design and connect the second brain

- Frame use cases, sources, governance, confidentiality and human approvals.
- Structure the Obsidian hierarchy, metadata, templates and anti-duplication rules.
- Guide the assistant with persistent instructions, authorized sources and verifiable steps.
- Configure an MCP server and connect a useful source such as files, documentation, CRM or calendar.
- Secure access and secrets, then test actions, logs and rollback procedures.

Day 2 - Industrialize and automate usage

- Formalize a reusable workflow: trigger, inputs, steps, controls, outputs and error handling.
- Automate knowledge capture, qualification, filing and duplicate-safe updates.
- Configure manual, scheduled or event-driven processing with useful notifications and recovery.
- Define tests, quality criteria, human controls, traceability and periodic reviews.
- Complete a capstone workshop with MCP, an operational deliverable and a 30-day roadmap.

Deliverables produced during the training

- Target second-brain architecture and management conventions.
- Structured Obsidian vault or migration plan for the existing vault.
- At least one operational, tested and documented MCP connection.
- Initial library of reusable templates, instructions and skills.
- Complete automated workflow with human controls and logging.
- Security checklist, test set and 30-day roadmap.

Access conditions

Before the course starts, an initial assessment questionnaire identifies the participant's professional activity, expectations, existing skills and technical environment. An additional discussion is arranged if needed to check that the course is suitable and prepare any necessary adjustments. Enrolment is normally arranged between two months and one week before the course starts, subject to available places, prerequisites and, where applicable, the funding body's processing times. Practical arrangements are provided in the joining instructions. Terms and conditions of sale: https://www.opcoach.com/cgv. The initial assessment identifies the use cases to automate, how knowledge is currently organised and which services can be connected with the necessary authorisations.

Accessibility for people with disabilities

Participants with disability-related needs are invited to tell OPCoach before the course starts. OPCoach works with them to assess possible teaching, technical and organisational adjustments, including for the initial assessment and learning assessments. Specialist partners may be involved if needed. Disability contact: Chrystèle Lagarde. To be put in touch with her, contact OPCoach at olivier.prouvost@opcoach.ai or +33 6 28 07 65 64.

Training format

The course is trainer-led, on site or remotely, live via Zoom. Demonstrations, exercises and assessments take place during supervised training time.

Group size

Open-enrolment training: 2 to 8 participants. In-company / dedicated training: 1 to 6 participants, on site or remotely.

Fees

Open-enrolment training: **EUR 1,750 excluding VAT per participant**. A minimum of two enrolments is required. For two or more participants from the same company, the in-company rate applies.

In-company / dedicated training: **EUR 2,500 excluding VAT for two participants, +/− EUR 300 excluding VAT per participant added or removed**, for groups of 1 to 6 participants. Subscriptions to AI tools, connected services and any third-party services are not included in the fee. Access required for the workshops must be available before the course. The course can be paid for directly by the company or the participant. A funding application may be submitted to the company's French skills funding body (OPCO), subject to its eligibility rules and processing times. Any funding remains subject to the funding body's prior approval.

Schedule

Check the upcoming sessions and arrangements on OPCoach.ai. Availability is updated on this page. For a dedicated session, contact OPCoach.

Training location

Inter-company training takes place in our InterIndep premises at 2 impasse Michel Labrousse, 31100 Toulouse. The training room is accessible by public transport and by car, and has parking facilities. Several restaurants and a hotel are located nearby. A break area is available for cold and hot drinks during breaks. All these facilities are accessible to people with reduced mobility. In-company training is preferably delivered at the client's premises. Hosting conditions are validated before the training. Remote training is delivered with Zoom and can be organized as inter-company or in-company training.

Teaching approach

Alternating short lectures and individual hands-on exercises on a workstation. Sharing and discussion of the results obtained. Technical and teaching assistance is provided by Olivier Prouvost during the course: olivier.prouvost@opcoach.ai - +33 6 28 07 65 64.

Teaching resources

On site: training room with video projector, whiteboard, high-speed Wi-Fi and a training binder provided to the participant. Remote: high-speed internet access, webcam, free Zoom software, PDF course material sent to the participant. One workstation per participant. Digital course materials and exercise files are provided to participants. Connection details and instructions for accessing resources are included in the joining instructions. Participants keep the deliverables they produce during the workshops.

Trainer supervision

Olivier Prouvost, DEA in Computer Science, recognized open source expert and trainer for more than 20 years, developer of AI solutions to optimize SMEs, speaker at international conferences, Eclipse committer on several projects, founder of OPCoach, a Qualiopi-certified training organization since 2020, and ICPF & PSI certified expert trainer and consultant.

Learning assessment

Attendance is recorded through electronic sign-in, both on site and remotely. For remote training, the trainer also checks completion of activities and each participant's progress. Assessment criteria are presented at the start of the course. Continuous assessment is based on the implementation of a complete workflow using the Obsidian vault and at least one MCP connection. Criteria cover architecture consistency, instruction quality, source traceability, compliance with permissions, error handling and human approval before any sensitive action. Participants present the test results, the system's limitations and the rollback procedure, then prepare their 30-day roadmap.

Recognition

This vocational training course is non-certifying: it does not prepare participants for a certification registered in the French National Directory of Professional Certifications (RNCP) or Specific Register (RS). A statement of skills records the learning outcomes observed during assessments. A certificate of completion records actual participation.

Satisfaction assessment

At the end of the training, the participant completes a satisfaction survey and takes part in a group feedback session. The participant benefits from unlimited email support for practical questions related to the training. After 3 months, or after applying the training in the workplace, a follow-up questionnaire is completed to assess practical use.

Technical, teaching, administrative and financial contact

Olivier Prouvost, +33 6 28 07 65 64, olivier.prouvost@opcoach.ai