

AI Training Program - Build Your Second Brain with Your Own AI System

Training Program



This one-day training course enables each participant to set up a complete, practical and directly usable AI work environment on their own computer. It combines an introduction to artificial intelligence, awareness of the regulatory context including the AI Act, and the installation of a personal setup focused on document production, so that company knowledge can be generated, structured and retrieved more easily.

Participants leave with a working environment based on Obsidian and Codex or Claude, together with methods for producing and preserving reusable documents that will capitalize knowledge for later use by other systems.

Objectives and target skills

- Understand the basics of generative AI, its main families of tools and the main regulatory and operational impacts, including the AI Act.
- Install and configure an operational AI setup on one's own computer for document production and knowledge capitalization.
- Structure a company knowledge base in Obsidian to store notes, procedures, summaries and deliverables in an organized and reusable space.
- Use Codex or Claude Code as a production assistant to generate, transform and enrich documents from well-defined business context.
- Become autonomous in maintaining and evolving one's AI environment on a daily basis.

Audience	Prerequisites	Duration
✓ Executives, consultants, independent professionals, trainers, team managers and anyone wishing to industrialize document production with AI.	✓ Participants must bring their own computer, PC or Mac. ✓ An active ChatGPT Plus or Claude subscription is required.	1 day.

Training content

Overview of AI, the AI Act and key issues

- Terminology, generative AI, LLMs and agents.
- Main families of tools and use cases.
- General consequences of AI for jobs and organizations.
- AI Act: principles, vigilance and operational impacts.

Produce and use documents with AI

- Evolve notes and restructure the vault.
- Summarize existing content and detect inconsistencies.
- Produce virtual discussions and enrich the knowledge base.
- Understand the notions of skills, local tools and external tools such as MCP.
- Manage versions and modification history.

Install and configure the work environment

- Set up the subscribed AI account: ChatGPT Plus or Claude.
- Install and configure Obsidian: vault and extensions.
- Install and configure Codex or Claude Code.
- Create files and folders in the vault.
- First settings for writing and summarizing knowledge.

Exercises and deliverables

- Complete operational setup on the participant's workstation.
- Structured Obsidian vaults to store knowledge.
- Reusable document templates.
- Examples of prompts and workflows with Codex or Claude.
- Best-practice checklist for autonomous use.

Build the company knowledge base

- Structure business information.
- Create stable pages, templates and useful folder trees.
- Capitalize procedures, decisions, offers and content.
- Generate meeting reports and summaries of complex documents.
- Produce operational company documents.
- Prepare reusable content for other systems.
- Link notes, use the graph, manage deliverables and sources.

Access conditions

Registration lead time: from 2 months to 1 week before the training starts, subject to available seats and scheduling constraints.

See the General Terms and Conditions of Sale: <https://www.opcoach.com/cgv>.

Registration is completed on the OPCoach website using a link provided in the invitation. This registration collects information about the participant, their professional environment, role, expectations and prerequisites before the training starts.

Accessibility for people with disabilities

People with disabilities may have specific accessibility needs to attend the training. Please contact us so that we can discuss suitable arrangements.

Training format

On-site or remote training.

Group size

From 1 to 8 participants, on site or remotely.

Fees

Inter-company training: EUR 875 excluding VAT. In-company and custom training: please contact us.

Access to the required AI tools before the training: active ChatGPT Plus subscription or equivalent paid Claude subscription, to be subscribed before the training and not included in the fee, approximately EUR 20.

Schedule

Schedule available on <https://www.opcoach.com/>.

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.

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.

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

Continuous assessment through the completion of the practical exercises, leading to the creation of a functional prototype.

Recognition

A certificate of skills is provided to the participant.

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

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