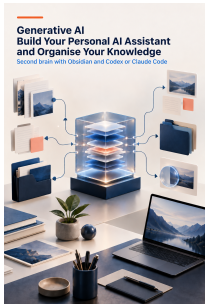
Generative AI: Build Your Personal AI Assistant and Organise Your Knowledge

Training Program



Build Your Professional Second Brain with Obsidian and Codex or Claude Code.

This one-day course enables participants to set up an operational AI environment on their own computer to produce and organise professional documents. Obsidian structures knowledge, while Codex or Claude Code works with the files to write, summarise and enrich content.

Participants leave with a structured Obsidian vault, document templates and reusable instructions for meeting reports, procedures and summaries, together with a method for checking results and maintaining their environment.

Objectives and target skills

- Understand the possibilities, limitations and precautions of generative AI, including relevant AI Act principles.
- Install and configure a document-production environment with Obsidian and an AI assistant.
- Organise knowledge with filing conventions, templates, links and identifiable sources.
- Produce and transform documents using business context, then check the results.
- Maintain the vault and reuse instructions and templates independently.

Audience	Prerequisites	Duration
✓ Executives, consultants, independent professionals, trainers, managers and professionals who regularly produce documents.	✓ Bring a PC or Mac with software installation permissions. ✓ Have an active subscription suited to the AI assistant chosen for the workshops. ✓ Bring a few non-sensitive or anonymised professional documents.	1 day, or 7 hours.

Training content

Understand use cases and precautions

- Understand generative AI, LLMs, assistants and agents.
- Identify document-related use cases, limitations and error risks.
- Apply confidentiality and verification precautions and relevant AI Act principles.

Install the work environment

- Configure the AI account, Obsidian and Codex or Claude Code.
- Create the vault, its first folders and useful settings.
- Check that the environment works using a first document.

Organise the second brain

- Define a stable folder structure and filing conventions.
- Create templates for notes, procedures, decisions and meeting reports.
- Link notes, retrieve content and identify its sources.
- Keep useful versions and a history of changes.

Produce and check documents

- Give the assistant context, sources and an expected result.
- Produce a reusable meeting report, procedure or summary.
- Compare documents, identify inconsistencies and verify claims.
- Understand the role of skills and MCP and possible next steps towards automation.

Complete workshop and deliverables

- Complete a scenario from source documents to a checked and filed deliverable.
- Working AI environment and structured Obsidian vault.
- Document templates and examples of reusable instructions.
- Professional document produced and checked during the workshop.
- Verification and maintenance checklist for independent use.

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 documents to produce or organise and checks that the computer, installation permissions and access to the AI assistant are available.

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 875 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 1,250 excluding VAT for two participants, +/− EUR 150 excluding VAT per participant added or removed**, for groups of 1 to 6 participants. The subscription to the chosen AI assistant must be arranged before the course and is not included in the fee. 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 a complete scenario of creating or transforming a document from sources, then checking and filing it in the vault. Criteria cover a working environment, vault organisation, relevant instructions, source traceability, verification of results and participant autonomy.

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