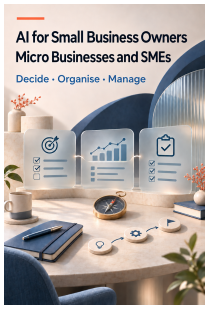
# AI for Small Business Owners: Decide, Save Time and Manage Your Business

## Training Program




**Choose useful applications, protect your data and build an action plan suited to your company.**

This course is for owners and leaders of micro, small and medium-sized businesses who want to use AI without delegating decisions. Through practical situations, participants explore document summaries, decision preparation, organisation and communication. They select realistic uses, define rules for their teams and prepare a measurable trial without promises of automatic benefits.

## Objectives and target skills

- Identify AI uses relevant to a small business's priorities.
- Produce a summary or decision brief while checking facts and assumptions.
- Organise meetings, actions and communication with an AI assistant.
- Define use, confidentiality and approval rules for your team.
- Prioritise a trial and its cost, quality and time criteria.

| Audience | Prerequisites | Duration |
|---|---|---|
| ✓ Owners, managing directors, operational partners and business unit leaders in micro, small and medium-sized companies across sectors. | ✓ Knowledge of your business and its priorities; no programming skills required.<br>✓ A computer and active access to an AI assistant suitable for the workshops.<br>✓ A decision or organisational situation and non-sensitive or anonymised documents. | 1 day, or 7 hours. |

## Training content

### Understand what AI can offer

- Distinguish assistance, recommendations, agents and automation through small-business examples.
- Identify possible errors, limitations and the business owner's responsibilities.

### Choose priority uses

- Map administrative, sales, document and management tasks.
- Compare expected value, effort, recurring costs, risks and tool constraints.

### Prepare a decision

- Summarise a dossier, cross-check sources and compare scenarios.
- Make assumptions, uncertainty and missing information explicit; retain human judgement.

### Organise and communicate

- Prepare meetings, minutes, action plans and messages suited to each audience.
- Verify data, calculations and commitments before sharing; follow up agreed actions.

### Set rules for the team

- Define authorised data, access, checks and uses requiring specialist expertise.
- Identify useful GDPR and AI Act considerations and draft a proportionate usage charter.

### Workshop and deliverables

- A verified decision brief, prioritisation matrix and simplified usage charter.
- A thirty-day trial plan with an owner, budget, baseline and review criteria.

## 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 company size, priorities, existing uses and confidentiality and organisational constraints.

## 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. Access to the tools required for the workshops must be arranged before the course. Subscriptions and third-party services are 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. Participants present a decision brief and trial plan suited to their company. Criteria cover source reliability, distinction between facts and assumptions, relevance of uses, human checks and a measurable, realistic plan.

## 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