

RET Learning

Practical AI skills, put to work.

Forty-three sessions across three formats, each run on your team's own tools and approved data. Levels go from beginner to pro, and every session names its platform when one applies.

01 · 25 SESSIONS

RET Spark**2 hours · up to 20 people**

A short live session to understand generative AI, avoid the common mistakes and leave with a first useful result.

02 · 12 SESSIONS

RET Lab**4 hours · 6 to 10 people**

A hands-on workshop where each participant turns one recurring task into a documented AI-assisted workflow.

03 · 6 SESSIONS

RET Bootcamp**8 hours · 6 to 8 people**

A full-day track where future AI reference users build a working project and demonstrate it to the group.

RUNS ON

 ChatGPT Copilot Claude Gemini

In-house LLMs

2 hours

Up to 20 people

On site or remote

Identify where AI saves time in your team's week

A guided tour of the strongest office use cases, demonstrated live on the kind of work your team does.

All platforms

Beginner

Draft reports, emails and offers from rough notes

One structured briefing pattern that turns raw input into a usable first draft of any document.

All platforms

Beginner

Maintain your professional inbox with Copilot in Outlook and Teams

Draft replies, summarise long threads and reason across your whole inbox and calendar, not one thread at a time.

Copilot

Beginner

Analyse contracts and long documents with Claude

Read a contract, a report and a policy side by side, and turn the answers into reusable documents with Artifacts.

Claude

Beginner

Summarise long reports and tenders without losing the numbers

Extraction prompts, cross-checks and a one-page brief format for hundred-page material.

All platforms

Intermediate

Capture your day with ChatGPT Voice, Record and Canvas

Speak instead of type, record whole meetings on the desktop app, and get structured summaries saved as canvases.

ChatGPT

Intermediate

Put Claude inside Excel, PowerPoint and Word

The Office add-ins read whole workbooks, explain formulas with cell-level citations, and edit without breaking links.

Claude

Intermediate

Get cited answers from your company knowledge in ChatGPT

Connect Drive, SharePoint, Slack and mail, then ask questions that answer with sources and respect access rights.

ChatGPT

Intermediate

Choose the right tool per task: ChatGPT, Claude, Gemini, Copilot

The same five office tasks run on all four tools live, with a scorecard the team keeps.

All platforms

Advanced

Hand your desk work to Claude Cowork

File access, multi-step execution and scheduled tasks: receipts to spreadsheets, folders organised, drafts assembled.

Claude

Advanced

Automate cross-app routines with Google Workspace Studio

Describe a workflow in plain English and watch Studio build the agent that runs it, no code involved.

Gemini

Advanced

Build the business case: licences, credits and time saved

A leadership session on real licence costs, metered agent credits and the metrics that prove adoption.

All platforms

Pro

Automate your personal routine: memory, tasks and triggers

Memory tuned, recurring tasks scheduled and triggers set, so the assistant works before you ask.

All platforms

Pro

Write effective prompts for everyday office work

Role, context, format and examples: a repeatable briefing method applied to the group's own tasks.

All platforms

Beginner

Manage small to large projects with ChatGPT Work and Projects

Set up Projects for recurring work, then hand a whole project to ChatGPT Work and review the finished deliverables.

ChatGPT

Beginner

Work faster in Gmail, Docs and Meet with Gemini

Drafting in your own style, thread summaries, and meeting notes with action items taken for you.

Gemini

Beginner

Produce meeting minutes and action lists from a recording

From transcript or notes to minutes, decisions and owners, with the checks before they go out.

All platforms

Intermediate

Translate and localise business documents

Tone-true translation across French, Dutch and English, with the checks that catch what slipped.

All platforms

Intermediate

Run better meetings with Copilot recap and the Facilitator agent

Live notes, agendas and follow-ups taken by the Facilitator, and intelligent recaps for the meetings you skip.

Copilot

Intermediate

Research your own sources with Gemini Notebook

Ground a notebook in your files, generate briefings and audio overviews, and keep every answer cited.

Gemini

Intermediate

Verify AI output before it reaches a client

Why models invent citations and numbers, and the three-step check that catches most of it.

All platforms

Advanced

Delegate finished work to background AI agents

ChatGPT Work, the two Coworks and Gemini Spark demonstrated live: what agents finish alone, and what it costs.

All platforms

Advanced

Let Copilot build the file: Agent Mode in Word, Excel and PowerPoint

Delegate whole deliverables: Copilot plans, executes and explains multi-step edits directly in the file.

Copilot

Advanced

Push the models: patterns for complex work

Long documents, messy inputs, multi-step deliverables: briefing patterns for work one prompt cannot do.

All platforms

Pro

Pick the right model and effort level, per task

Fast modes, deep reasoning and effort levels across GPT-5.6, Claude 5 and Gemini 3, matched to real tasks.

All platforms

Pro

02 / RET LAB

4 hours

6 to 10 people

Workshop

Build your team's prompt library for recurring tasks

The ten most frequent tasks scripted into tested, shared prompts, proofed on real cases in session.

All platforms

Beginner

Standardise one recurring document, from brief to final version

Pick your document type and leave with a brief-to-draft-to-review workflow and its templates.

All platforms

Beginner

Run your meetings end to end with AI: agenda, minutes, follow-up

One meeting type wired end to end: preparation prompt, capture routine, minutes template, action tracking.

All platforms

Beginner

Build a custom GPT for one team task

Instructions, knowledge files, actions and guardrails: one working GPT per participant, tested by a colleague.

ChatGPT

Intermediate

Analyse your business data with Copilot in Excel

Clean a messy export, analyse it in agent mode with Copilot formulas and Python in Excel, and document every step.

Copilot

Intermediate

Build a Claude Project that answers from your documents

Project knowledge, instructions and Artifacts set up on your own corpus, with source-checking habits built in.

Claude

Intermediate

Turn Gemini Notebook into your project's knowledge base

Load one real project's documents, get grounded answers, and produce briefing docs and an audio overview.

Gemini

Intermediate

Design professional decks and one-pagers with Claude Design

Turn an outline and raw material into an on-brand draft deck in your own design system, ready for review.

Claude

Intermediate

Automate your weekly reporting with scheduled prompts

Recurring briefs set up in session: ChatGPT scheduled tasks and Copilot scheduled prompts, posted where you work.

ChatGPT

Copilot

Intermediate

Rebuild one business process with AI inside

A recurring process mapped step by step, the AI-able steps rebuilt, and the handoffs documented.

All platforms

Advanced

Analyse a dataset without a data team

A real dataset explored end to end: cleaning, pivots, findings and a documented, repeatable analysis script.

All platforms

Advanced

Delegate a multi-step task to an agent, with checkpoints

Hand one real task to an agent: task briefs, checkpoint design and review discipline, on your case.

All platforms

Pro

Co-created workshop: a workflow shaped around your process

To be determined

03 / RET BOOTCAMP

8 hours

6 to 8 people

Project-based

The team AI day: from first wins to daily routine

A full day of guided practice on real tasks, closed by a personal project demo from every participant.

All platforms

Beginner

The department day: your team's work, rebuilt with AI

Sales, marketing, HR, finance, operations or customer service: one team's real week rebuilt on your templates.

All platforms

Intermediate

The delivery day: project managers and business analysts

Plans, status reports, risk logs, requirements and process maps rebuilt as documented workflows.

All platforms

Intermediate

The pilot day: ChatGPT, Copilot, Claude or Gemini for your team

Your chosen platform set up live: shared workspaces, house conventions and one capstone per participant.

All platforms

Advanced

The automation day: processes, assistants and background agents

One real process automated end to end, an internal assistant deployed, and background agents put to work.

All platforms

Advanced

The champions day: train the people who will train the others

Your future AI reference users leave with standards, coaching routines and adoption metrics.

All platforms

Pro

Co-created track: a programme shaped around your roles

To be determined

HOW AN ENGAGEMENT RUNS

01 · DISCOVER

Co-creation workshop

Mapping the needs, processes and constraints specific to your team, into work streams ranked by impact and effort.

02 · FRAME

Agenda and mandate

One short executable plan: objectives, scope, milestones and success criteria, and it stays yours either way.

03 · DELIVER

Delivery

The chosen format runs on your own tools and approved data, closed by a final review against the criteria.

English or French

EN · FR

Slides, exercises and delivery follow the language the team works in.

On site or remote

BELGIUM

The same exercises either way, at your offices or over video.

Your own AI stack

NO INSTALL

Running on the licences your organisation already holds.

Follow-up by email

30 DAYS

Questions answered after RET Lab and RET Bootcamp.

Attendance certificate

PER PARTICIPANT

Issued to everyone who completes the session.

One trainer

SOLE TRAINER

Sessions are designed and delivered by me, not subcontracted.

CONTACT

Start with a free 30-minute call.

Your context, your tools, the participants' level: you leave with a clear recommendation on format, level and programme, whether we work together or not. Every format also runs as a co-created session, shaped around your team, your process or your roles.

- Your context and use cases
- The tools you already run
- Participants and their levels
- A recommended format and programme

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Sessions run in English or French, on site in Belgium or remote, on the licences your organisation already holds. Feature availability varies by plan, region and admin settings; the scoping call checks yours. RET Learning is a service of RET Consulting SRL.