

SAMPLE AGENDA

AI for Clinic Teams

A practical, jargon-free workshop for everyone who works in a clinic. What AI tools can and cannot do with the work the team already does, how to use them safely with patient information, and how to tell a useful tool from a risky one.

FORMAT

Workshop

LENGTH

Half day

TRACK

Learn

This is a sample agenda. Every session is tailored to the client: modules, timings and exercises change with your organization, your systems and the people in the room.

Session goals

- 1 Everyone can explain, in plain words, what the common AI tools do and where they fail.
- 2 The team agrees simple rules for safe use with patient information.
- 3 The team leaves with a short list of repetitive tasks worth looking at, written by the people who do them.

Who it is for

A whole clinic team together: clinicians, nurses, front office, billing and the practice manager. Eight to twenty people.

Before the session

- No technical background. Curiosity and a willingness to say what wastes your day.
- Any existing policy on staff use of AI tools, if there is one.

Schedule

TIME	MODULE
0:00 – 0:30	What these tools actually do Drafting, summarizing, sorting, extracting, predicting. Each shown on a synthetic clinic example the team will recognize.
0:30 – 1:10	Where they go wrong Confident wrong answers, missing context, and quiet drift. How to spot each one. Hands-on with planted errors.
1:10 – 1:25	<i>Break</i>
1:25 – 2:10	Safe use with patient information What may never go into a public tool, what a reviewed tool changes, and the team's own rules, drafted together.
2:10 – 3:00	Where the repetitive work is Each role lists the tasks that eat their day. The group groups and ranks them. The list belongs to the team.
3:00 – 3:30	What a reviewed workflow looks like A walk through one task from messy input to reviewed output, and the role a person keeps in it.
3:30 – 4:00	Close The team agrees its rules, its list and who holds them.

Hands-on exercises

- Spotting planted errors in synthetic AI output, by role.
- Drafting the team's own safe-use rules.
- Building the team's ranked list of repetitive tasks.

You leave with

- ✓ The team's safe-use rules, in one page
- ✓ A ranked list of repetitive tasks written by the people who do them
- ✓ A plain-language glossary of the terms vendors use
- ✓ A one-page guide to spotting unreliable output

Safe use

Sessions use synthetic or de-identified material only. Please do not bring patient information, real message threads or live system access into the room. Nothing in a session is clinical, legal or compliance advice, and no tool is endorsed or evaluated as safe for clinical use by taking part.