PEOPLE · SKILLS

Run a Hands-On AI Session on Real Work

An OmniTek Consulting implementation guide for VPs and Directors in pharma, biotech, and medical device companies.

READING TIME
About 5 minutes

WHO IT'S FOR
VPs and Directors

GOES WITH
The AI Maturity Quick Check

> People learn AI by using it on their own work, not by watching slides about it. A 90-minute session where your team tries an approved tool on real tasks from their week builds more skill and confidence than a day of presentations, and it surfaces your best AI ideas at the same time.

SCOPE This guide covers AI used in how your company works, such as drafting, analysis, and operations. It doesn't cover AI that is part of a product you sell, such as AI-enabled device software or software as a medical device. That has its own regulatory path; check it with your Regulatory team.

Why hands-on works

- **It answers the real question.** People don't want to know what AI can do in general; they want to know what it does for the report they write every Tuesday.
- **It teaches checking, not just prompting.** Seeing the tool get something wrong on familiar material is the fastest way to learn why human review matters.
- **It lowers anxiety.** Trying it together, with permission, takes the mystery and the worry out of it.

Choosing the tasks

Ask each participant to bring one real task they did in the last two weeks. Good tasks are:

Good for a first session	Save for later
Drafting or rewriting (emails, a training session outline or a draft agenda)	Anything involving patient, trial participant, or unpublished study data
Summarizing long documents the person knows well	GxP records or decisions

Good for a first session	Save for later
Turning notes into a structured format (table, checklist, action list)	Tasks where the person can't easily tell if the answer is right
Brainstorming options or questions	Final versions of anything sent outside the company

Use only public or internal material, in your approved tool, in line with your AI policy. Keep the first session to non-GxP work. Drafting procedures or other controlled documents counts as GxP supporting, so save it for a later session once the use is classified and the draft goes through document control.

A 90-minute session plan

Keep groups to about 8 to 12 people from the same department, so the examples feel familiar. Everyone needs a laptop with access to the approved tool.

Minutes	Block	What happens
0–10	Ground rules	What the tool is approved for, the data rules from your AI policy, and why checking output matters
10–25	Live demo	The facilitator does one real task from the group start to finish, including a correction when the tool gets something wrong
25–60	Hands-on	Each person works on their own task with the task card below; facilitator and champions circulate
60–80	Show and tell	Three or four people share what worked, what didn't, and what they had to fix
80–90	Capture ideas	Everyone writes down one task they'd like AI to help with regularly; collect these for the AI owner

Task card

Hand this out, one per person.

TEMPLATE · COPY AND ADAPT

AI Practice Task Card

Name: [ ] Date: [ ] Tool: [approved tool]

1. The task I brought: [one sentence]
2. Data check: Is everything I'll enter public or internal? [Yes / No: stop and pick another task]
3. My first request to the tool: [ ]
4. What came back was: [usable as-is / needed edits / not useful]
5. What I had to fix or check: [ ]
6. A better way to ask next time: [ ]
7. A task I'd like AI to help with every week: [ ]

Collect the cards at the end. Question 7 is a ready-made list of AI ideas from the people who do the work.

Your first 30 days

1. **Week 1: Confirm the basics.** Make sure an approved tool and the AI policy are in place first. If they aren't, start with those guides.
2. **Week 1: Pick a facilitator and two champions.** The facilitator runs the session; champions are colleagues who have used the tool a little and can help at the tables.
3. **Week 2: Rehearse the demo.** Choose one real task, run it a few times, and note where the tool goes wrong. That correction is the most useful moment of the session.
4. **Week 3: Run the first session.** Ask people to bring their task, and collect the task cards at the end.
5. **Week 4: Follow up.** Share the best examples, hand the idea list to the AI owner, record attendance as training, and schedule the next group.

By day 30 most of the team has used AI on real work, with a recorded training session. Combined with ongoing support, that moves the skills question in the Quick Check toward the Operationalizing level.

Common mistakes

- **Using made-up examples.** Generic demos don't transfer. Use the group's own tasks.
- **Skipping the failure.** If the demo goes perfectly, people trust the tool too much. Show it getting something wrong and how you caught it.

- **Mixing departments.** Clinical, Quality, and Commercial do very different work. Keep each session to one department.
- **One and done.** A single session starts the habit; champions and a place to share tips keep it going.
- **Forgetting the data rules.** Repeat the data rules at the start, every time. A training session is a bad place for the first data incident.

Keep a training record

Record each session the same way as other required training: date, attendees, facilitator, and the materials used. For people in GxP roles, record attendance in your GxP training system, because the session covers the AI policy and tools they may later use in GxP work; for everyone else, your normal training records are enough. In a regulated department this is good practice anyway. For companies using AI in the EU, it also supports Article 4 of the AI Act (Regulation (EU) 2024/1689). As amended in July 2026 by Regulation (EU) 2026/1744, Article 4 requires providers and deployers to take measures to support AI literacy, without requiring a set level for any individual.

How OmniTek can help

The full AI Maturity Report Card measures skills, openness to change, and roles across your department, and shows which training will move adoption fastest. OmniTek can also facilitate the first session with your team and train your champions to run the next ones.

To talk through training for your team, or your Quick Check results, book time with OmniTek.

Book time with OmniTek

SOURCES

- EUR-Lex: Regulation (EU) 2026/1744 (Digital Omnibus on AI), adopted 8 July 2026; in force 27 July 2026

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