Georgia Institute of Technology

PROGRAM AGENDA · DAY 1

Generative AI for Daily Work

Applied AI at TIYA Services · Day 1. Practical, hands-on experience with AI tools for operational and administrative roles at Ft. Benning. Participants learn to work AI into daily workflows, including facilities maintenance, contracting, and business management, while keeping strictly to internal security and data privacy policy.

DAY 1
Tue, Oct 20, 2026

HOURS
8:00 AM – 5:00 PM

TOOL
Microsoft 365 Copilot

LOCATION
TIYA Services Office

INSTRUCTORS
Alex Djalali, Alex Rhodeen

DAY 1 · TUESDAY, OCTOBER 20, 2026 · 8:00 AM – 5:00 PM

Generative AI for Daily Work



Instruction · Hands-on lab · Break / lunch

Keyboard time 5.5 h

Morning · Foundations & Safe Use

8:00 AM – 12:00 PM

8:00 – 8:30 — **AI Overview & Context**

- A practical understanding of AI and where it fits in TIYA workflows

8:30 – 9:45 — **Generative AI Fundamentals**

- Using tools like ChatGPT for writing, summarization, drafting, brainstorming, organizing ideas, analyzing information, and improving communication
- A simple prompting structure

Activity: Guided exercises

9:45 – 10:00 — Morning break

10:00 – 10:45 — **Responsible Use (TIYA Policy)**

- PII, PHI, CUI, and pricing restrictions
- Data masking and safe input techniques
- Human-in-the-loop practices for validation and oversight

10:45 – 12:00 — **Role-Based Application Lab**

- Apply AI fundamentals directly to participants' own work and responsibilities

~~Activity: Lab + share-outs~~

12:00 – 1:00 Lunch

Afternoon · Work Product & Leadership Application

1:00 PM – 5:00 PM

1:00 – 1:15

Afternoon Framing & Recap

- Key takeaways from the morning session
- From tool usage to workflow and leadership application

1:15 – 2:45

SOP Lifecycle Lab

- Analyze and improve SOPs: generate, update, improve, and adapt procedures, flowcharts, communications, and training materials

Activity: Scenario-based lab & discussion

2:45 – 3:00 Afternoon break

3:00 – 4:30

AI for Leadership Support & Responsible AI Adoption

- Using AI to support leadership thinking, communication, and interpersonal effectiveness
- Applying AI to planning, reflection, decision-making, and team engagement
- Enabling responsible adoption within teams: guiding usage, setting expectations, and reinforcing safe and effective practice

Activity: Scenario-based lab & discussion

4:30 – 5:00

Closing & Assessment

- Reflection, application, and next steps

LEARNING OUTCOMES

On completing Day 1, participants will be able to:

1. Apply generative AI tools to day-to-day work tasks, including drafting, summarization, and organizing information.
2. Use a simple prompting framework to improve the quality and usefulness of AI outputs.
3. Practice responsible AI use, including data masking and human-in-the-loop validation, in line with TIYA policy.
4. Apply AI to real workflows to generate, update, and improve operational materials and processes.
5. Use AI to support leadership activities, including planning, communication, reflection, and decision-making.

Program details

FORMAT

A full-day, in-person session with a limited number of remote seats.

PREREQUISITE

None.

COHORTS

About 30 participants per cohort. Cohorts attend on separate days for more individual attention.

PROGRAM LECTURER

Alex Djalali

INSTRUCTOR

Alex Rhodeen

MATERIALS

Lecture materials, presentations, and hands-on exercises.

ROOM & AV

Classroom at the TIYA Services Office for 30 participants, with AV for presentations, internet access, and support for remote students.

SECURITY REQUIREMENTS

None

CERTIFICATES

Each participant who completes the day receives a certificate of attendance.