

AI Foundations — Six weeks. Your real work.

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AI Foundations

SIX WEEKS. YOUR REAL WORK. PROOF YOU CAN PUT A NUMBER ON.

A beginner's AI course for working professionals — taught in Malayalam, live online.

The promise

In six weeks, you will build a set of AI workflows for **your own job** — and you'll be able to say exactly how many hours a week they save you.

Not theory. Not “an introduction to AI.” **Your actual work**, on your actual desk, done faster.

You will leave with two things: a **Playbook** of recipes that work on your job, and a **Tracker** that proves what you got back.

Who this is for

You work in an office. You are an **accountant, an admin or office manager, in sales, or a teacher** — or something close to it. Your week is full of writing, reading, summarising, chasing, and paperwork.

You have **never really used AI**, or you opened it once, got a bland answer, and quietly decided it wasn't for you.

It doesn't matter where you are. Every session is live online, in the evening. If you speak Malayalam, you can be in the room.

You do not need:

- Any technical background. None.
- Good written English. (*More on this below — it matters, and it's handled.*)
- To know what AI “really is” under the hood. You don't need to know how an engine works to drive to Kochi.

Who this is *not* for

I'd rather you know now than three weeks in.

- **You already use AI daily and want to go deeper.** This will be too slow for you.
 - **You want to automate things end-to-end — software that runs while you sleep.** That genuinely needs code, and it is a different course. I'll show you exactly where that ceiling is (Week 5), and I won't pretend it isn't there.
 - **You can't bring real work to the sessions.** The whole course is built on your own tasks. If you come empty-handed, there's nothing to build.
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What you'll be able to do by the end

Concretely — not vaguely:

- **Write in a fraction of the time.** Emails, letters, notes, reports, follow-ups — drafted properly, in your voice, in clean professional English.
- **Read less.** Long documents, threads and notes, summarised down to what actually matters and what you have to do about it.
- **Turn mess into order.** Scattered notes, WhatsApp threads and messy documents into clean tables and checklists.
- **Interrogate a document.** Upload it, ask it questions, get answers — instead of reading all forty pages.
- **Research properly, and check it.** Get briefed on something you don't know, with sources you can click and verify.
- **Think better.** Make AI argue against your plan and show you what you've missed — before your client does.
- **Build an assistant that knows you.** So you stop re-explaining who you are, every single time.
- **Do it from your phone, by voice** — speaking Malayalam.
- **Know when NOT to use it.** Which is just as valuable, and almost nobody teaches it.

And you'll be able to **prove all of it with a number.**

Two things that will decide whether you enjoy this

YOUR ENGLISH IS NOT A PROBLEM

This is the fear I hear most, so let me answer it directly.

You will never have to compose English from scratch. You'll be given ready-made English templates and you fill in the blanks. And from Week 6, you'll simply **speak — in Malayalam or Manglish — and get clean, professional English back.**

AI removes your English barrier. It does not test it.

The teaching, the coaching, the questions and the community are all **in Malayalam**. Only the prompts you type stay in English, because that's what gives you clean professional output.

CONFIDENTIALITY IS TAKEN SERIOUSLY

If you handle information about other people — clients, customers, students, colleagues — and almost all of you do, this matters more than anything else in the course.

In **Week 2**, before you touch a single piece of real work, you'll learn exactly what you may never put into AI, what you must anonymise first, and what's safe. You'll sort your own tasks by risk, and you'll write your own data rule.

You'll also learn how to catch AI when it makes something up — because it does, confidently, and that's a real professional risk if nobody has shown you what it looks like.

Almost no free AI course teaches this. It is the part I'm most careful about.

How it works

Length	6 weeks, then a graduation night
Sessions	3 evenings a week, 1 hour each , live on Zoom, after work
Between sessions	One small practice task a day — 10–15 minutes , not an hour
Language	Taught in Malayalam. Prompts in English (fill-in-the-blank)
Community	A WhatsApp group for the cohort — questions, wins, and help between sessions
Missed a session?	Every session is recorded. Life happens

THE SHAPE OF EVERY HOUR

15 minutes — I teach one idea. One. Not a lecture. **30 minutes — you build, on your own real work.** I'm there, watching your screen, helping. **15 minutes — we share what worked, and you get tonight's task.**

You are not watching a course. **You're doing your job, faster, while someone helps you.**

What it costs you

YOUR TIME

- **3 hours a week** in live sessions
- **~15 minutes a day** of practice

That's it. This is a habit, not a second job.

CLAUDE PRO — AND I WANT TO BE STRAIGHT WITH YOU ABOUT THIS

The course runs on **Claude**. For **Weeks 1 and 2, the free version is enough** — you'll pay nothing.

From Week 3, you'll need Claude Pro. That's when we start building your own assistant, and it's a paid feature.

| **Claude Pro costs roughly ₹1,500–1,800 a month (about \$17–20).**

I'm telling you this **now**, in writing, before you enrol — not in Week 3 when you're already committed. You can cancel it any time. And by Week 3 you'll have a much better idea of whether it's worth it to you, because you'll already have saved yourself real hours with the free version.

You'll also want a **free** ChatGPT or Gemini account (for images only, in Week 5). That costs nothing.

WHAT YOU NEED TO BRING

- A laptop, and your phone
 - **A list of the tasks you do again and again.** This is the important one — it's what the whole course is built around.
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The six weeks

WEEK 1 — GET COMFORTABLE, THEN MAP YOUR JOB

We start gently. Your first session is nothing to do with work — you'll plan a trip, or write a message you've been avoiding, just to see what this thing actually does and stop being nervous about it.

Then your first work win. Then the skill everything else rests on: **how you ask decides what you get**.

And then the session that turns the whole course: **we map your job**. You'll list the tasks that eat your week, time them honestly, and pick the **five** that hurt most.

| From here on, we're not learning AI. **We're killing those five tasks**.

WEEK 2 — THE RULES, THEN YOUR FIRST REAL WORKFLOWS

Before you touch a single piece of real work, you get the rules: **what you may never put in, what you must anonymise, and how to catch it when it's confidently wrong**. You'll sort your own five tasks by risk.

Then we go after **task #1** and **task #2** — and you build your first real workflows. Not a clever one-off answer: a **reusable machine** you'll still be using next year.

WEEK 3 — RESEARCH, THINKING, AND YOUR OWN ASSISTANT

Task #3 is usually research — and you'll learn the habit that protects your reputation: *a citation you didn't open is not a citation*.

Then the mode almost nobody uses: making AI **argue with you**. Not to produce something — to find the hole in your plan, the objection your client is about to raise, the thing you'd been ignoring. This is the session people tell me about afterwards.

Then you **build your own assistant** — one that already knows your role, your firm, your tone, and how you write. (*This is where Claude Pro is needed.*)

WEEK 4 — RECIPES, AND FINISHING YOUR TOP FIVE

Your workflows become **recipes you fire in ten seconds** — not prompts you rewrite every time.

Then **tasks #4 and #5** — and this time you build them **yourself**, with me deliberately staying quiet. Because after six weeks, I'm not in the room, and you need to be able to do this alone.

Your top five are done. You add up your Tracker for the first time. Most people are surprised by the number.

WEEK 5 — OTHER TOOLS, SYSTEMS, AND YOUR LIFE

Claude can't draw. So you'll learn to have **Claude write the instructions** and let ChatGPT or Gemini make the image — without learning any new skill yourself.

Then you'll turn your recurring work into a **weekly routine** that runs almost hands-free. And I'll tell you honestly where the ceiling is: real automation needs code. This isn't that. **What it is, is worth hours a week.**

Then — your life, not your job. Meals, learning, money, home, the difficult personal letter. This isn't a bonus session. **The people still using AI a year from now are the ones who use it at home.**

WEEK 6 — YOUR PHONE, YOUR JUDGMENT, YOUR POLISH

Voice. This is the one I think will hit you hardest: **speak Malayalam into your phone, get clean professional English out.** No typing. For a lot of people this is the moment the whole thing clicks.

Then the grown-up session: **when NOT to use AI.** When the thinking is the job. When you couldn't do it yourself — *because then you won't be able to tell when it's wrong.* You'll write your own three rules.

Then we polish your Playbook until **a colleague could pick it up and use it without you.**

GRADUATION NIGHT

Its own evening. Each of you stands up and shows:

1. **Your number** — hours a week, before and after
2. **A live demo** of one workflow you built
3. **One thing that surprised you**

Then we add up the room's total, and you take home a certificate — and a 90-day plan so this doesn't quietly fade out in a month.

What you walk away with

① **Your Personal AI Playbook.** Your own manual. Fifteen-plus tested recipes and five real workflows for your job — each with a check step and a confidentiality line. Written so a colleague could use it. *(That, by the way, is also how you get noticed at work.)*

② **Your Hours-Saved Tracker.** The five tasks you started with, the time they used to take, and the time they take now.

| *"The monthly report: 60 minutes → 8 minutes."*

That's your proof. For your partner, for your boss, for your next appraisal — and for yourself.

③ **An assistant that knows who you are.** Set up once. Stops you re-explaining yourself for the rest of your career.

④ **The ability to build a new workflow without me.** That's the one that actually matters. Everything else is just this week's output.

Honest answers to the questions people actually ask

"I'm not good with computers." If you can use WhatsApp and write an email, you can do this. There is nothing to install, nothing to configure. It's a website with a text box.

"What if I miss a session?" Everything is recorded, and the WhatsApp group is there. Missing one session is fine. Going quiet for a week is what gets people into trouble — and if that happens, I'll come and find you.

"Will AI replace my job?" Not in this room. The people who get replaced are the ones who don't know what it can do. Everything in this course is built to make **your** judgment sharper — because that's the thing you're actually paid for, and it's the thing AI can't do for you.

"Is my clients' data safe?" Only if you know the rules — which is exactly why we cover them in Week 2, **before** you use AI on anything real. You'll leave with a written rule of your own about what you will never put in.

"Can it just do my work automatically while I sleep?" No. Not without code. I'll show you exactly how far you can get without writing a line of it — which is much further than most people ever go — and I'll be honest with you about where that stops.

"Is my English good enough?" Yes. See above. It's the question I get most, and it's the one I'm most confident about.

Ready?

Bring a laptop, your phone, and **a list of the tasks that eat your week.**

Six weeks from now, you'll know exactly how many hours you got back.