

# Your Employee in a Box

Build your first AI employee — then the blueprint for a whole team

You keep hearing that AI will change everything — but every time you open it, it feels like a slightly smarter search engine. **The problem isn't you, and it isn't the tool. It's that no one taught you how to put AI to work.** In one morning, you'll stop typing questions and start delegating — and you'll leave having built a real AI employee in the role your business needs most, plus the playbook to hire the rest of the team.

## FORMAT

In-person · Half day

## WHO IT'S FOR

Executives & owners

## TECH SKILLS

None required

## INVESTMENT

\$500 / seat

## INCLUDED

Light lunch & refreshments

## Pick your first hire

You build one in the room — choose the role you need most

### Executive Assistant

Guards your calendar, clears your inbox, preps your meetings, chases the follow-ups.

### Data Analyst

Pulls the numbers, builds the report, and tells you what changed and why.

### Marketing Strategist

Turns ideas into campaigns, posts, and copy written in your voice.

### Sales Strategist

Researches prospects, preps your calls, and drafts the follow-ups.

+ **more, built the same way:** Operations Manager · Bookkeeping & Finance Analyst · Researcher — pick what solves your biggest bottleneck.

## What you'll walk out with

Not notes — a **working AI employee you built yourself**. It knows your business, remembers how you like things done, connects to your email, calendar and files, follows one of your real processes, and runs a task automatically. And because every role is built the same way, you'll leave with the **blueprint to hire a whole team** — one AI employee per department.

## The blueprint you'll learn — in plain terms

- 1 Stop prompting, start delegating**  
 From "ask a question" to "hand off a job and get a finished result."
- 2 An employee that knows your business**  
 Why AI gives generic answers — and how to fix it once, for good.
- 3 It remembers and improves**  
 Teach it your preferences once; it stops repeating the same mistakes.
- 4 Connected to your real tools**  
 Reaches into your email, calendar and files and actually does the work.
- 5 Trained on the way you work**  
 Show it one of your processes once — it follows it every time after.
- 6 Work that happens on its own**  
 Set tasks to run on a schedule, with no prompt from you at all.
- 7 From one employee to a whole team**  
 Scale to an agent for e