SAMPLE AGENDA

AI 101 for Healthcare Leaders

Demystifies AI for the people deciding where it gets deployed. We map capabilities to real use cases in your environment, separate signal from vendor noise and leave every participant with a model they can use in the next procurement meeting.

FORMAT	LENGTH	TRACK
Workshop	**Half day (a full-day version adds vendor evaluation practice)**	**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. Understand the handful of AI capabilities that matter in care delivery, without the vendor language.
2. Practice judging a use case: what it would need, what could go wrong, and how you would know.
3. Leave with the questions to put to every vendor and a draft of internal principles.

Who it is for

Clinical and operational leaders, department chairs, informatics and quality leads. Eight to twenty people.

Before the session

- Participants bring one problem from their area that they suspect AI is being sold to solve.
- No technical background needed.

Schedule

TIME	MODULE
0:00 – 0:30	**What the words mean** Prediction, generation, retrieval, automation. Five capabilities, each tied to one concrete clinic example.
0:30 – 1:15	**What can and cannot be done today** Worked examples with synthetic data: where the tools are reliable, where they are not, and why the difference matters at the bedside.
1:15 – 1:30	*Break*
1:30 – 2:30	**Evaluating an opportunity** Small groups take a participant's problem through a simple framework: value, feasibility, risk, review, and measurement.
2:30 – 3:15	**Vendor conversations** The questions that separate a real answer from a demo, and what evidence to ask for. Role-played briefly.
3:15 – 3:45	**Drafting your principles** The group drafts five to seven internal AI principles in plain language.
3:45 – 4:00	**Close** Each participant names one thing they will do differently in the next procurement meeting.

Hands-on exercises

- Taking a real problem through the opportunity framework in a small group.
- A short role-play of a vendor conversation using the question list.
- Drafting internal AI principles together.

You leave with

- A working understanding of what clinical AI can and cannot do
- A framework for evaluating opportunities in your organization
- The questions to put to every vendor
- A draft of your internal AI principles

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.