SAMPLE AGENDA

Departmental AI Deep-Dives

Built around one department where pressure is highest. We map tools to that team's actual workflow and rank the opportunities by feasibility and impact.

FORMAT	LENGTH	TRACK
Working session per department	**Half day per department**	**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. Map the department's actual workflow, as it runs today, including the workarounds.
2. Place candidate tools against that map and rank them by effort and impact.
3. Leave with a short, honest list of what to look at first and what to leave alone.

Who it is for

One department at a time: its clinical lead, manager, a frontline clinician, a scheduler or coordinator, and an IT or informatics partner. Six to ten people.

Before the session

- A current description of the department's main workflow, even if it is informal.
- Any volume numbers the department already tracks (visits, studies, messages, turnaround times).
- Participants who do the work, not only those who manage it.

Schedule

TIME	MODULE
0:00 – 0:15	**Why this department, why now** The pressure the department is under, in the department's own words.
0:15 – 1:15	**Workflow mapping** The group draws the workflow end to end, step by step, and marks where time, errors and frustration concentrate.
1:15 – 1:30	*Break*
1:30 – 2:30	**Placing the tools** Known tool categories are placed against the map. For each, what it would need from your systems and what review it would require.
2:30 – 3:15	**Ranking** Candidates are ranked on effort, impact and risk. Disagreements are written down rather than resolved by volume.
3:15 – 4:00	**Risks, adoption and close** For the top two or three: what could go wrong, who would need to change how they work, and what to ask vendors.

Hands-on exercises

- Drawing the department's real workflow on the wall, including the workarounds.
- Ranking candidate opportunities on an effort and impact grid.

You leave with

- ✓ A workflow-level map of AI opportunities
- ✓ Candidates ranked by effort and impact
- ✓ A vendor shortlist for the top two or three
- ✓ Department-specific risk and adoption notes

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.