Host the free session: Checking an AI Answer Before Making a Business Decision

The same method at every event, delivered by an AIR Academy presenter or by a partner presenter trained and approved by AIR Academy. Your logo, the venue, the language, the presenter and the event code are confirmed for each event.

The session in 100 words

AI assistants now give managers fast, confident recommendations on real business decisions: which tool to buy, which supplier to use, whom to hire. The sum is often right. The decision can still be wrong. In this one-hour session from AIR Academy you read one such recommendation, choose what you would do, and then examine it with four questions that managers across Asia Pacific are learning to ask before they act on an AI answer. You practise on a second case, write one decision you could defend, and leave with a printed card, a prompt for your own AI assistant and five short practice exercises. No technical background is needed.

Outcomes

1. Tell the decision you are making from the question the AI answered.
2. Separate the facts in an AI recommendation from its estimates and assumptions.
3. Name one check that would show the recommendation is wrong, and do it.
4. Say who must agree and who must know before an AI-assisted decision is acted on.
5. Write a decision you can defend in six lines: the action, the reason, the owner, the evidence, the condition that would change it, and the date to check.

Three lengths

- **60 minutes.** The full session: the case, the four questions, a guided exercise, the pilot follow-up, the toolkit. The form to run first. Best in a room of 20 to 120 people.
- **30 minutes.** Online introduction: the case, the four questions through the case, the pilot follow-up, the toolkit. No exercise.
- **15 minutes.** Conference teaser: the case, the vote, the four questions in one slide each, the toolkit.

YOU PROVIDE

- A 60-minute slot (or 30 or 15), a projector or screen, and a microphone for rooms over 40 people.
- The session description and the graphic supplied for your event in your programme and promotion, unchanged, with the biography of the person confirmed to present. Indhran Seghar's biography is used only when he presents.
- Printed workbooks (four A4 pages per person; we send the PDF), or tell us and we bring them.
- A flip chart or whiteboard and two markers.
- The last six minutes of the session with the QR code on screen while people use it, and mobile data or Wi-Fi in the room for those minutes.
- One named contact for the event, confirmed on the event sheet.

WE PROVIDE

- The slides and the workbook PDF in English (other languages on request, with notice). When AIR Academy delivers the session, we supply the presenter. When a partner delivers it, the partner supplies a named presenter whom AIR Academy has trained and approved under a written agreement.
- The toolkit page, the printed card file and the five practice emails for your attendees.
- A short report after the event, as counts only: attendance, practice-email requests, next-session requests and team conversations requested.
- Every follow-up enquiry handled by AIR Academy. How an organiser's introductions are acknowledged is agreed with each organiser in a first conversation.

The room

- Any room where people can write. Tables are better than theatre seating for the exercise; theatre seating works for the 30- and 15-minute forms.
- Attendees need nothing installed. The case page is optional and works on any phone browser. For the last six minutes they need mobile data or Wi-Fi; anyone without it writes to the printed address later.
- Lead time: the event sheet agreed ten working days before the event. Printing: the organiser prints the workbooks from the PDF, or we bring them at cost. Session 1 issues no attendance document; the paid sessions issue a Record of Completion.
- Recording only when agreed in writing on the event sheet. When AIR Academy presents, an agreed recording is for the organiser's own use, and attendees are told in advance. When a partner presenter delivers, recording is not permitted unless AIR Academy agrees in writing for that event. The workbook pages are never collected or filmed.

Who presents, the graphic, the terms

AIR APAC Center for AI Readiness

Who presents

Session 1 is delivered by AIR Academy, or by a named presenter from a partner organisation. AIR Academy trains and approves partner presenters for Session 1 under a written project schedule. Approval permits them to deliver only the sessions covered by that schedule. It is not professional certification.

When a partner presenter delivers, use that person's own biography and this credit: *Delivered by [presenter name] of [partner organisation], using AIR Academy's Session 1 materials with AIR Academy's approval for this event.* Do not use Indhran Seghar's biography or photograph unless he is presenting.

When Indhran Seghar presents: bio, 50 words

Indhran Seghar is Founding Director of AIR APAC, the Singapore institution that publishes AIRS-J/1, the standard for judgment in AI-enabled work. He founded Exeter Labs, AIR APAC's product company. His 25 years of advisory and leadership work include service transformation for 33,000 HSBC employees. He speaks on deciding with AI.

Bio, 100 words

Indhran Seghar, based in Singapore, is Founding Director of AIR APAC and founded its product company, Exeter Labs. AIR APAC publishes AIRS-J/1, a standard for judgment in AI-enabled work, and the annual APAC 5000 AI Readiness Index. His 25-year career across Asia Pacific, the UK, the US and Australia includes HSBC Global Resourcing, service transformation for 33,000 front-line employees and 10 million customers, and Chief Marketing Officer at entomo. He has spoken at SEOCON Jakarta, PIKOM and INSEAD Malaysia. He speaks and writes on how people decide with AI: "AI can draft the plan. It cannot decide whether the plan is right."

Use only when he presents, unchanged. The only client named is HSBC. Photograph on request.

Graphics

Web and LinkedIn 1200 by 630; square 1080 for Instagram and WhatsApp. Download from airapac.org/academy/free-session/organisers

QR code to the session page

Fee and follow-up

There is no charge to attendees. What each side provides, and whether a speaking fee or travel is payable for a given event, is agreed on the event sheet in a first conversation.

Partner organisations that run regular seminars may arrange for their own presenters to deliver Session 1. AIR Academy trains and approves each named presenter under a written project schedule that names the permitted events. The session materials are used unchanged. During the final six minutes, attendees are shown AIR Academy's QR code and may contact AIR Academy directly for the practice exercises or for information about further programmes. AIR Academy handles the enquiries it receives, including requests for training beyond the free session.

Every follow-up enquiry from attendees is handled by AIR Academy. How an organiser's introductions are acknowledged is agreed in that first conversation. Each event has a code; attendees quote it when they request the practice exercises or a conversation, so that we can tell you how many people asked, as a count, without names.

Measures we report back

- Attendees (the organiser's count).
- Completed decisions: people who leave the room with a decision written in all six lines on the worksheet, counted by show of hands at minute 37 before the pilot follow-up.
- Practice-email requests received, by event code.
- Day 5 replies.
- Next-session date requests or bookings.
- Team conversations requested.

To host: write to **hello@airapac.org** with the event, the date, the expected attendance and the language. The event sheet is a separate one-page PDF.