

Every kit, in the order you use them

Every Neosaipien kit, free: six kits, the 2026 AI Starter and the What Changed October 2026 issue, in the order of a 90-day programme. This guide says, for each piece, who uses it, when, and what its files hold.

Downloaded one by one, the kits come with no order to use them in. Here they sit together, in the order of the 90-day programme.

The pack holds files only, and every one is written so your own people can run the programme with it.

At a glance

NO	PIECE	WHO USES IT	WHEN
1	The AI Rollout Plan (30-60-90 days)	The leader, and the programme owner who runs the 90 days	Week 0, then the plan the whole programme follows
2	The Team AI Policy Kit	The programme owner, with the HR or people lead and IT or the admin	Weeks 1 to 4; the register and the training record stay in use after
3	The 2026 AI Starter	Everyone who uses AI at work, and every new starter	Week 2, with the policy
4	Workshop in a Box: Check What AI Writes	Each team lead, to run with their own team	Weeks 2 to 4
5	The AI Fact-Check Kit	Each manager who receives or signs off AI-made work	Weeks 2 to 4, then for every check after
6	Workshop in a Box: Brief an Agent	Each team lead, to run with their own team	Weeks 5 to 6
7	The Agent Playbook	Each manager whose team's assistant can act: send, book, edit, browse or run on a schedule	Weeks 5 to 8, then its dated insert each month
8	What Changed	The programme owner and the leadership team	Then monthly, from week 13

Why a programme, not a pile of kits

In Microsoft's 2026 Work Trend Index (a survey by Edelman Data x Intelligence of 20,000 knowledge workers who use AI, in 10 markets, February to April 2026, published 5 May 2026), only 26% said their leadership is "clearly and consistently aligned on AI" and organisational factors accounted for "more than 2x the reported AI impact of individual factors" (67% vs. 32%). That is an association, not proof of cause, from people's own reports, and Microsoft sells AI tools.

How to read each entry

What is inside, the formats, the edition and the checked-on date are copied from each piece's own product file on 16 Oct 2026. Where a piece does not state one, the entry says so. Nothing here promises more than the files hold.

PIECE 1 OF 8

The AI Rollout Plan (30-60-90 days)

WHO USES IT

The leader, and the programme owner who runs the 90 days

WHEN

Week 0, then the plan the whole programme follows

WHAT IS INSIDE

- The plan, 27 pages: why now (each survey with who, when and how many), the leader's three jobs, the 90 days at a glance with a week-by-week chart, choosing the platform (what Claude, ChatGPT and Gemini are each best at; my recommendation, Claude first, ChatGPT second, Gemini third, and the order to roll them out in; five things to set up for everyone: connectors and MCP, projects, skills, memory, which model when), days 1 to 30 (owner, alignment session and worksheet, tools and connections register, policy, job picker with a worked example, baseline, questions for IT), days 31 to 60 (two teams, two workshops, levels 1 and 2 only, the weekly 20-minute review, time saved, managers model it), days 61 to 90 (scale, fix or stop, skills, five clean runs, the record of AI training, the board report), the monthly rhythm with days 91 to 180 in short, measuring, cost, rules for leaders (not legal advice), questions for IT, Checked against (every address a link), What next; a bookmark for every page
- Plan on a page: one landscape page to pin up, and the same as an editable one-slide PowerPoint file
- Job picker and measures tracker: tasks scored on value and how often, the three questions and the ceiling worked out, the tool chooser, pilot level and pick; five measures per job with baseline, day 90 and whether each got better; a time saved note; a short tools register; which platform for which job, and which model when. Made-up example rows, marked
- Leadership kickoff deck: 9 slides with speaker notes for the leadership meeting (not the all-hands), including one on the main platform, with [brackets] for the organisation's own details
- The 90-day checklist: one page, with who and due columns; the Word version has tick boxes
- Monthly leadership update: a one-page Word template (jobs, measures against the baseline, surprises, rules and tools, training, decisions needed, next month)
- Leadership alignment worksheet: ten questions, the main platform among them, with room to write the agreed answers
- Questions for IT or your admin, organisation version: who owns agents, agent identities and the audit trail, which connectors are allowed and whether they write, the platform and its memory defaults, data location and retention, how to pull the plug
- Outfit, the free font the Office files use, with its SIL Open Font License, a read-me, and the free licence in full

Formats	PDF, A4 and US Letter; PowerPoint .pptx (16:9 deck; A4 landscape plan on a page); Excel .xlsx; CSV; Word .docx, A4 and US Letter; TrueType font files (Outfit, SIL Open Font License)
Edition	October 2026 edition
Checked on	2026-10-16
Files	28 files in ai-rollout-plan/, LICENCE.txt among them

The Team AI Policy Kit

WHO USES IT

The programme owner, with the HR or people lead and IT or the admin

WHEN

Weeks 1 to 4; the register and the training record stay in use after

WHAT IS INSIDE

- Start here: what is inside, six steps, and the line that it is a starting template, not legal advice (also US Letter)
- The editable AI use policy: a removable how-to cover, then thirteen sections Word numbers itself, with yellow [brackets] for the organisation's details; its never list has one exception, for work tools the register approves, never for passwords (also US Letter)
- The one-page staff guide in Word, with its blanks and its foot as fields to fill in; its never list and its one exception match the policy's (also US Letter)
- The manager's first 30 days, week by week, with boxes to tick (also US Letter)
- Six 16:9 slides with speaker notes: three rules, what never gets pasted (with examples), how to ask for a new tool, what happens next, questions (including what an AI agent may do)
- A one-page record of AI training and support (date, who, what, materials, length, led by), with a note quoting Article 4 as amended (also US Letter)
- The AI tools and connections register, landscape, with how to fill it in and a made-up example row (also US Letter)
- The new-tool request form, with fields and drop-down choices in the line's words (also US Letter)
- The staff sign-off sheet (also US Letter)
- A caution page: EU high-risk duties from 2 Dec 2027 with Annex III point 4's text, the EU ban on inferring emotions at work, and Illinois since 1 Jan 2026; not legal advice (also US Letter)
- Two pages: questions to ask an AI vendor (questions only), and topics to ask your adviser about (also US Letter)
- The policy filled in for a made-up studio, labelled made up on every page (Word and PDF, also US Letter)
- Checked against: every source and the date read; then the back page with what comes next, the licence and the contact (also US Letter)
- Claude, ChatGPT and Gemini at work, as of Oct 2026: where each keeps the settings the register asks for (work plans, chat, tasks and code, connected apps, approval settings, memory, scheduled tasks, projects, skills) and which model to use when; then which assistant for what, Samson's recommendation (Claude first, ChatGPT second, Gemini third), connectors and MCP in plain words, and nine checks before you approve a connection (also US Letter)
- Outfit Regular, SemiBold and Bold, with its licence (SIL Open Font License), for the intended look in Word and PowerPoint

Formats	Word (.docx), A4 and US Letter; PDF, A4 and US Letter; PowerPoint (.pptx), 16:9; Excel (.xlsx); TrueType font files (Outfit, SIL Open Font License)
Edition	October 2026 edition
Checked on	2026-10-16
Files	38 files in team-ai-policy-kit/, LICENCE.txt among them

PIECE 3 OF 8

The 2026 AI Starter

WHO USES IT

Everyone who uses AI at work, and every new starter

WHEN

Week 2, with the policy

WHAT IS INSIDE

- The guide, A4, 18 pages: what changed this year (the Cowork merge into Claude, ChatGPT Work and the one ChatGPT desktop app, tasks in Gemini, the new models, skills as one SKILL.md format), Claude, ChatGPT or Gemini: which for what, with my recommendation, where to click for the same nine jobs in all three, Claude Code or ordinary Claude, which model when, which kind of tool fits which job and the three questions that set the ceiling, the six-part brief with the tapped song and the ten second test, a worked example, the five checks, the four levels (our rule of thumb) and four settings to look at this week in each assistant, connectors and MCP in plain words with the steps in each assistant and the checks before you connect, a seven-day first week from setup to a saved skill, twelve starter briefs by role, a pin-up page, Checked against (two pages), and where to go next. Tagged for screen readers, with an outline; every address is a live link.
- Pin this up, on its own, A4, 1 page: before you hand it over, before you pass it on, never, the three questions and the four levels.
- The twelve starter briefs as plain text, each in its own copy block with its level above it and its check set apart below it, so people copy only the brief.

Formats	PDF (A4); PDF (US Letter); Markdown
Edition	October 2026 edition
Checked on	2026-10-16
Files	6 files in starter-2026/, LICENCE.txt among them

PIECE 4 OF 8

Workshop in a Box: Check What AI Writes

WHO USES IT

Each team lead, to run with their own team

WHEN

Weeks 2 to 4

WHAT IS INSIDE

- 22 page facilitator guide: who it is for, preparation, Claude, ChatGPT and Gemini side by side (where each keeps its cited reports, its edits and its approvals, which model to use, plain words for model, project, connector, MCP and skill, and Samson's recommendation: Claude first, ChatGPT second, Gemini third), the 60 minutes minute by minute (timings labelled as estimates), what to say, three exercises, all four practice sheets with their answer keys, what to check when an AI took an action, the debrief, questions people ask, the four emails, running it across many teams, Checked against, and what next
- 15 slides with speaker notes; sentences are editable Outfit text, labels are pictures with their words as alt text
- One page per person: the three checking habits, the routine (Sort, List, Trace, Hedge, Log), two things to stop, and boxes to write in
- The four practice sheets without answers: the desk move, the cited report, the edited file (version history), the ticket figures (for teams that work with numbers)
- The invite, the follow-up, the two-week habit check and the feedback question, ready to paste
- A one-question feedback form, editable
- Outfit Regular, SemiBold and Bold, with the SIL Open Font License
- What is in the box, how to install the fonts, a note on dates, and the licence

Formats	PDF (A4 and US Letter); PowerPoint (.pptx, 16:9); PDF slides (16:9); Word (.docx, A4 and US Letter); Plain text; TrueType fonts
Edition	October 2026 edition
Checked on	2026-10-16
Files	17 files in workshop-in-a-box/, LICENCE.txt among them

PIECE 5 OF 8

The AI Fact-Check Kit

WHO USES IT

Each manager who receives or signs off AI-made work

WHEN

Weeks 2 to 4, then for every check after

WHAT IS INSIDE

- What is in the folder, where to start, and the licence.
- 20 pages: why checking is the job now; what Claude, ChatGPT and Gemini each give you to check with, with Samson's recommendation (Claude first, ChatGPT second, Gemini third) and connectors and MCP in one box; why AI gets things wrong; the routine with a made-up worked example; how Neosaipien checks its own work; checks by type of work; the team rule; and what it was checked against.
- Five questions each, one for each of the five checks, for a research report, numbers and spreadsheets, a customer email, a deck, meeting notes, an agent's run, an AI-built app or Site, and "it passed a check" claims. 2 by 4 to a sheet, cut marks, fronts and backs for a long-edge flip.
- Claim as written, where it appears, source address, date read, verdict, hedge kept, checked by, recheck by. Two made-up example rows.
- A one-page team rule with blanks for the team's own details, and no Neosaipien branding or pixel.
- A made-up AI research summary, its four made-up sources, a worksheet and an answer key with five planted problems.
- Four skills, one .zip each (check-a-research-report, check-the-numbers, check-against-the-source, review-an-agent-run), in the open SKILL.md format that Claude, ChatGPT and Gemini all accept, with a two-page install guide: how to add them to each assistant (as of 16 Oct 2026), skill or connector in one box, how to use them in any other assistant, and what a person must still check. Written to the open Agent Skills format; not yet tested in each assistant.
- Outfit (SIL Open Font License), for the Word and Excel files.

Formats	PDF (A4 and US Letter); Word .docx (A4 and US Letter); Excel .xlsx; CSV; Skill .zip files (open Agent Skills format)
Edition	October 2026 edition
Checked on	2026-10-16
Files	26 files in fact-check-kit/, LICENCE.txt among them

PIECE 6 OF 8

Workshop in a Box: Brief an Agent

WHO USES IT

Each team lead, to run with their own team

WHEN

Weeks 5 to 6

WHAT IS INSIDE

- 15 page facilitator guide: preparation, the 60 minutes minute by minute, what to say, the five checks, connectors and MCP in plain words, both exercises with their answers, questions people ask, three emails, your three tools (my recommendation, where each one wins, which model when), Checked against
- 17 slides, 16:9, with speaker notes that match the guide; sentences are editable Outfit text, and every label picture carries its words as alt text
- Two pages per person: the six-part brief as write-on fields, the four levels, the three questions, the two rules, the five checks and the team's first task with a tally of clean runs; on the back, where each step is in Claude, ChatGPT and Gemini, start to end
- Three pages of cards inside 10 mm margins, with cut marks: two large brief cards with two write-on lines for each part (one page per pair), ten made-up task cards, three reference cards, three blank task cards
- One-sheet: how a web page can hijack your AI, in the current look
- The invite, the follow-up and the two-week habit check, ready to paste
- A one-question feedback form, editable
- Outfit Regular, SemiBold and Bold with the SIL Open Font License, for the slides and the form
- What is in the box, how to install the fonts, the licence

Formats PDF (A4 and US Letter); PowerPoint (.pptx, 16:9); PDF slides (16:9); Word (.docx); Plain text; TrueType fonts

Edition October 2026 edition

Checked on 2026-10-16

Files 19 files in workshop-brief-an-agent/, LICENCE.txt among them

PIECE 7 OF 8

The Agent Playbook

WHO USES IT

Each manager whose team's assistant can act: send, book, edit, browse or run on a schedule

WHEN

Weeks 5 to 8, then its dated insert each month

WHAT IS INSIDE

- 28 pages: what an agent is, the tool chooser (Chat, Deep research, Agent, Automation), the six-part brief with a worked example and a blank, four permission levels and the three questions that set the ceiling, the five checks and checks by type of work, three risk pages, 20 ready briefs across six roles, a first-month rollout plan, five safe recipes for scheduled and event-started agents, and a Checked against page
- Four pages, as of 16 Oct 2026: what Claude, ChatGPT and Gemini can do, the same jobs side by side and which model for which job; Claude, ChatGPT or Gemini: which for what, with "My recommendation: Claude first, ChatGPT second, Gemini third" set beside it; connectors and MCP in plain words, with the steps in each assistant and the checks before you connect; where the brakes are, with the four levels matched to each assistant's own settings. The only per-vendor settings in the line
- A 15-minute check for Claude, ChatGPT and Gemini: approvals, connected apps, website access, scheduled tasks, memory and the account, each with where it is, its default as of 16 Oct 2026 (or a note that the vendor does not say) and what to set for levels 1 to 4; what an admin sets for everyone; red flags; what to do if an agent does something odd
- Eight a page inside 10 mm margins: the brief, the levels, the five checks, a stop card, and eight blank write-on briefs. The print note sits inside the margin above the cards; cut marks run from 5.5 mm to 9.5 mm in
- One page of ten rules with blanks and ten signature slots, as a PDF and an editable Word file
- Ten of the team's tasks against the three questions and the tool chooser; ten questions for whoever runs the organisation's AI tools
- One .zip per skill in the open Agent Skills format (one folder named like the skill, with SKILL.md at its main level), a pack of all 20, and an install guide for Claude, ChatGPT and Gemini, as of 16 Oct 2026 (Claude: Customize > Skills, Pro and up; ChatGPT: inside plugins, made with @skill-creator; Gemini: Customize > Skills, personal accounts). Written to the open Agent Skills format; not yet tested in each assistant
- Plain Markdown, to paste into any assistant. The book's brief pages point here for copying

Formats	PDF, A4 and US Letter (book, dated insert, brake cards, brief cards, rules sheet, grid and questions for IT); Word .docx, A4 and US Letter (rules sheet, Outfit embedded); Agent Skills .zip (20 skills and a pack); Markdown (the 20 briefs, the install guide)
Edition	October 2026 edition
Checked on	2026-10-16
Files	38 files in agent-playbook/, LICENCE.txt among them

PIECE 8 OF 8

What Changed

WHO USES IT

The programme owner and the leadership team

WHEN

Then monthly, from week 13

WHAT IS INSIDE

- The October 2026 issue, A4, three pages: Claude, ChatGPT and Gemini with a Top 3 and Samson's recommendation (Claude first, ChatGPT second, Gemini third), then which model when, settings and dates, then the back page (Checked against: every source and the day it was read, what was left out and why, the selection rule, the licence, About). Tagged, with live links: every source, and every [n] jumps to its source
- The email version: one file, inline styles, no images, nothing loaded from outside; every source, the site, Book a call and the address (mailto) are links
- The issue as plain Markdown, for a newsletter service's text part

Formats	PDF, A4 and US Letter (one tagged three-page PDF each: two pages of changes and the back page, with live links); Email (one self-contained HTML file); Markdown
Edition	October 2026 (issue 1)
Checked on	2026-10-16
Files	5 files in what-changed/, LICENCE.txt among them

Issue 1, October 2026.

Claude, ChatGPT or Gemini

MY RECOMMENDATION

Claude first, ChatGPT second, Gemini third.

Every kit in the pack works in all three. For company data, use the tool your organisation approves. Where each is strongest, as of Oct 2026 (read on the vendors' own pages on 16 Oct 2026; vendor claims marked as theirs):

TASK	CLAUDE	CHATGPT	GEMINI	FOR MOST
Writing	Clear business writing (Anthropic's claim for Opus 5.5); Claude Docs on every plan	Fast drafts in Chat; ChatGPT for Word even on Free	Writing inside Gmail and Docs at Google companies	Claude
Documents	Finished Word, PDF or Google Docs from one conversation; Claude for Word	Reports and Pages from Work	Gemini in Docs for Workspace users	Claude
Spreadsheets	Claude for Excel: cell references, formula-safe edits, overwrite warnings	Excel and Google Sheets add-ins; the Data plugin	Gemini in Sheets for Workspace users	Claude
Slides	Claude Slides on every plan; Claude for PowerPoint	Following company templates (OpenAI's claim for Astra); PowerPoint add-in	Gemini in Slides	Claude, with ChatGPT close
Research	Research that mixes the web with your connected work tools	Most control: edit the plan, limit it to named sites	Free Deep Research; Gemini Notebook for your own sources	ChatGPT for control over sources; Gemini Notebook for your own files
Routines and software	Claude Code; scheduled tasks and Dispatch for office routines	Codex; tasks that start on a new email, Slack message or pull request	Antigravity; schedules in tasks (personal accounts)	Claude for building; ChatGPT for routines that start on an event
Meetings	Working from a transcript you give it	Meetings plugin (beta, Mac) and audio uploads	Take notes for me in Google Meet	Gemini if you meet in Google Meet, otherwise ChatGPT
Email	Gmail connector; Claude for Outlook	Gmail and Outlook Email apps; tasks that start on a new Gmail message	Gemini built into Gmail	Gemini inside Gmail; Claude or ChatGPT for Outlook
Images	Designs, mockups and diagrams (Claude Design)	ChatGPT Images 2.5	Nano Banana images; Gemini Omni video	ChatGPT or Gemini

Where the pack covers each tool

- The AI Rollout Plan, pages 6 to 8: this comparison in full, my reasons, the order to roll the three out in, and five things to set up for everyone: connectors and MCP, projects, skills, memory, and which model when.
- Brief an Agent's handout, page 2: each step in Claude, ChatGPT and Gemini, start to end, for every person in the room.
- The Agent Playbook's dated insert: each tool's own settings, as of its edition.

Neosapien is not affiliated with Anthropic, OpenAI or Google.

Plain words

Model	The brain you pick. Start with the default; move up only when the answer misses something that matters.
Agent	The AI doing a task for you in steps.
Project	A folder of files and instructions for one piece of work.
Skill	A saved how-to: one SKILL.md file that all three accept.
Connector	A signed-in link to another app. It reaches only what your account can reach.
MCP	The shared standard those links use, like a USB-C port for AI.

Share it inside the organisation

Everything here is free under the free licence, in LICENCE.txt. Change the files to fit your organisation and hand them to your own staff and contractors, keeping the credit and the date and saying what you changed. Unchanged copies may go to anyone, free. A changed version stays inside your organisation, and no part of the pack may be sold.

On the intranet or a shared drive

- Put your filled-in and changed files on a drive or intranet page that only your staff and contractors can open, never a public link. To share an unchanged kit outside, point people to its free download at neosaipien.com.
- Keep one folder for each piece, as in the index, so the edition and checked-on date stay with the files.
- Edit the templates into your own: the policy, the rules sheet, the register. The free licence allows it: keep the credit line and add one saying it was adapted.
- When an update arrives, replace the dated pages and say so in the monthly leadership update.

Printing

- Every printable comes in A4 and US Letter. Use the file that matches your paper.
- Print at Actual size (100%) with any fit-to-page setting turned off, so cards and write-on lines keep their size.
- Print the wall chart larger if you can: it is drawn as lines and text, so it stays sharp at A3 or tabloid.

Installing the skills

The skill files are .zip folders, each with a SKILL.md, written to the open Agent Skills format that all three accept. As of Oct 2026, read on each vendor's own pages on 16 Oct 2026:

Claude Pro, Max, Team, Enterprise	Customize > Skills: write or upload a SKILL.md. Use one by describing the task, or type / and pick it. "Code execution and file creation" must be on in Settings > Capabilities. On Team and Enterprise, ask the owner about adding skills for everyone.
ChatGPT Skills beta on Free and Plus; Enterprise and Edu since 9 Jul 2026	Skills sit inside plugins, in the Plugin Directory; a plugin can bundle skills with apps. To make one, type @skill-creator and describe the task. Use one by describing the task, or type @ and pick it. On a workspace plan, ask the admin who may install them.
Gemini Personal accounts, 18 or over; work and school accounts "soon"	Customize > Skills: Create with Gemini, start from a template, write one by hand, or upload a SKILL.md. Names in lowercase with hyphens, under 100 MB, no internet scripts, up to 100 active. Use one by describing the task, or type / and pick it. Gems become skills from Nov 2026 (personal) and 2027 (work and school).

- The skill files are instructions only: Markdown and text, no code. Read each one before you install it. Anthropic says skills from others are not reviewed by Anthropic, so read a shared skill's files before turning it on.
- To install a skill for everyone at once, ask your admin: the admin steps differ by plan and change often, so this pack does not print them.
- In the Agent Playbook, unzip all-20-skills.zip first: it bundles the 20 skills. Then upload each skill's own .zip.
- Test one skill in each assistant you use before you install the rest. The kits say their skills are not yet tested in each assistant.

Neosaipien is not affiliated with Anthropic, OpenAI or Google. Checked on the vendors' pages on 16 Oct 2026. These products change monthly. Check the settings in your own tool.

Checked against

The facts these papers add to the kits, each with its source and the date it was read. Every vendor line was read on the vendor's own pages on 16 Oct 2026. Each kit carries its own Checked against page for its own facts.

- 1 Claude, ChatGPT and Gemini all accept a SKILL.md file; the format was originally developed by Anthropic and released as an open standard; the AI reads only the short description until a request matches
Agent Skills overview. Read 16 Oct 2026.
agentskills.io

- 2 Claude: Customize > Skills; write or upload a SKILL.md; use by describing the task or typing /; Pro, Max, Team, Enterprise; "Code execution and file creation" on; skills from others are not reviewed by Anthropic
Anthropic, Skills overview. Read 16 Oct 2026.
claude.com/docs/skills/overview.md

- 3 ChatGPT: skills inside plugins and the Plugin Directory; @skill-creator; @ to use one; Skills beta on Free and Plus, generally available for Enterprise and Edu since 9 Jul 2026
OpenAI, Skills and plugins; Build skills; ChatGPT release notes. Read 16 Oct 2026.
learn.chatgpt.com/docs/skills-and-plugins.md

- 4 Gemini: Customize > Skills; Create with Gemini, a template, by hand, or upload; lowercase names with hyphens, under 100 MB, no internet scripts, up to 100 active; personal accounts now, work and school accounts soon; Gems become skills from Nov 2026 and 2027
Google, Create and manage skills for Gemini Apps; About the transition from Gems to skills. Read 16 Oct 2026.
support.google.com/gemini/answer/17094296

- 5 The platforms page: what Claude, ChatGPT and Gemini are each best at, every cell from the vendors' own pages, vendor claims marked as theirs
The vendors' own pages, listed in The AI Rollout Plan's Checked against page. Read 16 Oct 2026.
claude.com/resources/articles/cowork-is-now-claude

- 6 MCP, the shared standard connectors use: "Think of MCP like a USB-C port for AI applications"
What is the Model Context Protocol. Read 16 Oct 2026.
modelcontextprotocol.io/docs/getting-started/intro

- 7 Work Trend Index 2026: "more than 2x" (67% vs. 32%); 26% say leadership is aligned; 20,000 people, 10 markets, Edelman Data x Intelligence; published 5 May 2026
Microsoft, 2026 Work Trend Index. Read 16 Oct 2026.
microsoft.com/en-us/worklab/work-trend-index/agents-human-agency-and-the-opportunity-for-every-organization

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Where this leads

NEXT

This is the whole set, so there is no next kit. The next step is a team skill library, part of AI implementation: I write skills in your own rules, words and templates, install them through your admin, and teach your team to use and check them in a workshop.

FREE, ANY TIME

The Field Guide, level 6: Advanced and by role.
neosaipien.com/learn/

BOOK A CALL

A 20 minute call: neosaipien.com
samson@neosaipien.com

WHEN YOU WANT A PERSON

Leadership briefing	90 minutes with the leadership team, before the 90 days start.
Executive coaching	For the leader who signs off the plan.
Team workshop	I run both workshops live with your teams.
Workflow automation	I can set up your first agents with you.
AI implementation	I can run the 90 days with you.

Neosaipien is AI training and consulting for leaders and teams: the Leadership briefing, Executive coaching, the Team workshop, Workflow automation and AI implementation. Every kit is checked against its sources on the date it states.

October 2026 edition. Checked on 16 Oct 2026. Checked on the vendors' pages on 16 Oct 2026. These products change monthly. Check the settings in your own tool. Free from Neosaipien under the free licence, Version 2, in LICENCE.txt: use it, change it to fit your organisation and hand it to your own people, keeping the credit and the date. Not for sale. Neosaipien is not affiliated with Anthropic, OpenAI or Google.