

OPCO-FUNDABLE

AI TRAINING FOR COMPANIES

Understand AI, then put it to work.

Two days · 14 hours · at your offices or remotely · OPCO-fundable

13	14	78	5
MODULES	HOURS	CONCEPTS	WORKSHOPS

DAY 1 · MORNING
Understand
4 modules

DAY 1 · AFTERNOON
Master
4 modules

DAY 2 · MORNING
Install
2 modules

DAY 2 · AFTERNOON
Automate
3 modules

WHY TWO DAYS

One day to understand. One day to do.

An AI whose limits and rules nobody knows either goes unused or gets misused. So that's where we start, and then we get practical.



DAY 1

Understand AI, and use it safely

How it works, what it does well and what it makes up, the tools on the market, what the GDPR expects of you. The day ends with your AI policy.

- LLMs and their limits
- ChatGPT, Claude, agents, MCP
- Use cases
- GDPR and the AI Act
- AI policy



DAY 2

Put AI to work, with Nova Stellaris

Nova is installed on every computer, on a server in your name. We use her on your emails, your quotes, your files, within the policy written the day before.

- Setup
- Emails
- Quotes and invoices
- Documents
- Routine

On day one, you decide **what AI is allowed to do in your company**. On day two, you put it to work, **within those rules**.

THE CONTENT

What your team will be able to do on Monday morning.

Two days, fourteen hours, one idea: everyone leaves knowing how to use AI safely, on their own work.

01

Understand

Explain how a generative AI works, what it does well, why it sometimes makes things up and what it forgets.

02

Choose

Pick the right tool among ChatGPT, Claude, Gemini or Mistral, and know what can be plugged around it.

03

Ask

Write requests that work the first time: the context, the example, the expected format.

04

Protect

Apply the rules of confidentiality, the GDPR and the AI Act, and write the company's AI policy.

05

Delegate

Hand everyday work over to Nova Stellaris: emails, quotes, invoices, documents and follow-ups.

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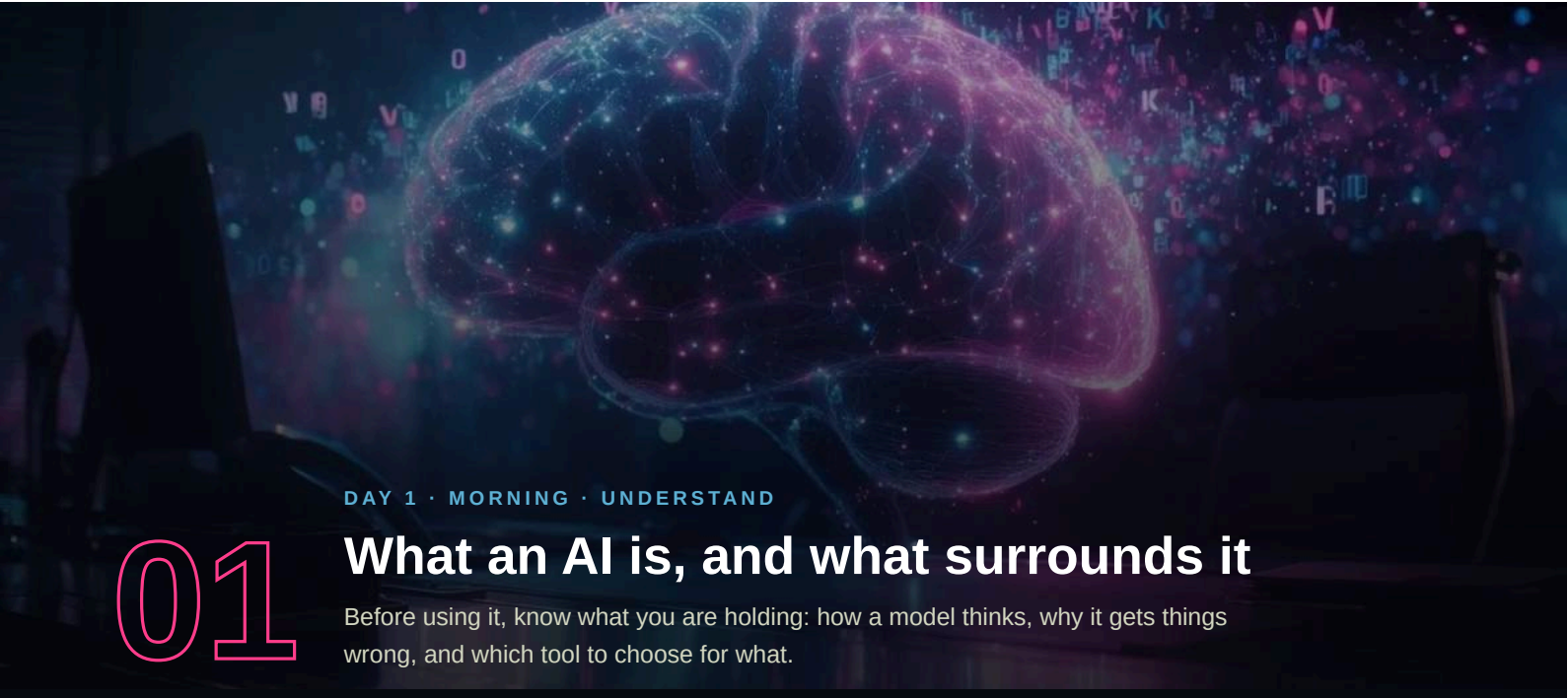


DAY 1 · MORNING · UNDERSTAND

01 What an AI is, and what surrounds it

Before using it, know what you are holding: how a model thinks, why it gets things wrong, and which tool to choose for what.

9:00 · MODULE 01

What an AI really is

Separating AI from marketing: what changed in 2022, and what an AI will never do for you.

- Classic AI and generative AI
- Machine learning
- Neural networks, in pictures
- What an AI cannot do

9:45 · MODULE 02

Inside an LLM

What a large language model does, word after word. No jargon, with examples that fail.

- Tokens
- Predicting the next word
- Training and its data
- The context window
- Temperature
- Hallucinations
- The knowledge cut-off
- Multimodality

WORKSHOP

Make an AI hallucinate, and learn to spot it

10:45 · MODULE 03

Choosing your model

The model landscape, who does what, and the criteria that really matter for a business.

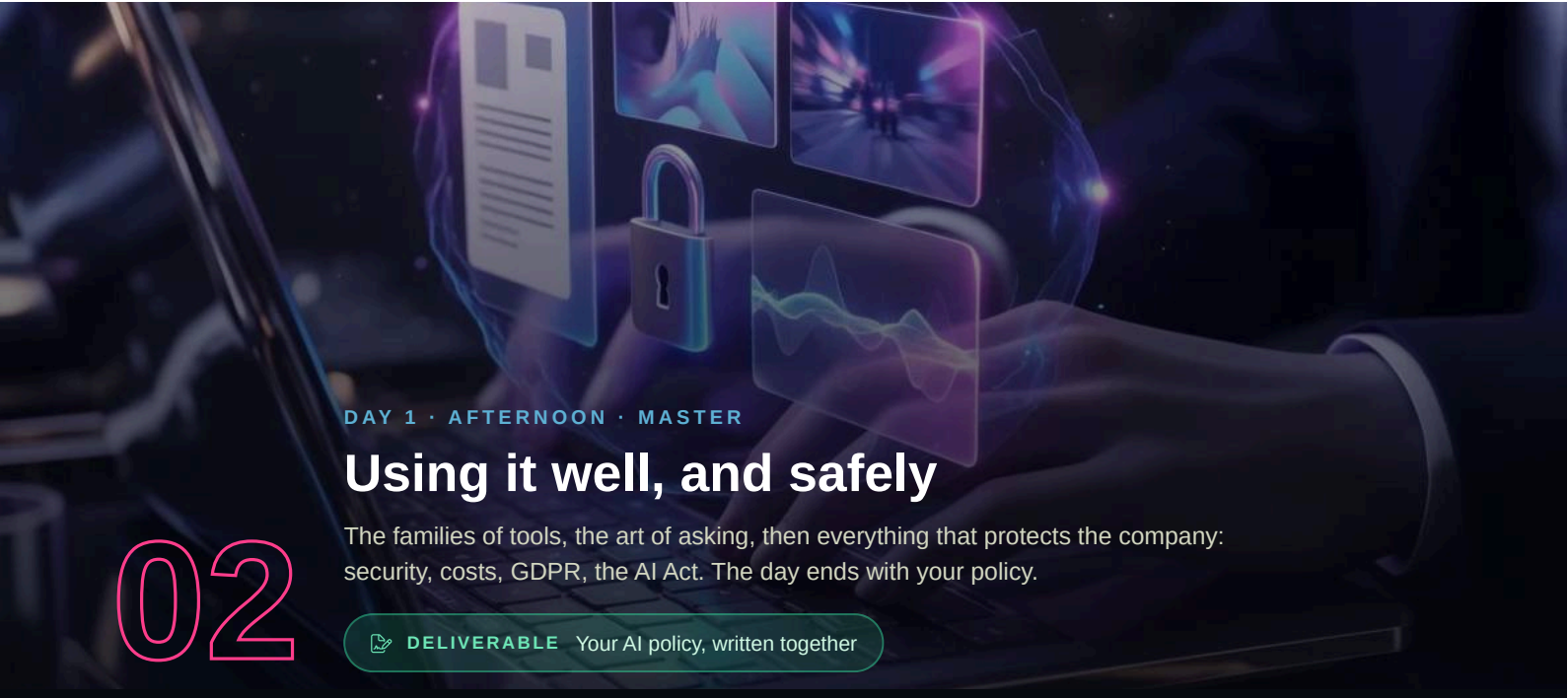
- ChatGPT (OpenAI)
- Claude (Anthropic)
- Gemini (Google)
- Mistral and Le Chat
- Grok (xAI)
- Open models: Llama, Qwen, DeepSeek
- Quality, speed, cost
- Privacy and hosting in Europe
- Subscription or API
- Reading a model leaderboard

11:45 · MODULE 04

Harnesses, agents and connectors

A model alone only talks. The harness, agents and connectors give it hands.

- The model and its harness
- Agents: an AI that acts
- MCP: plugging AI into your tools
- Skills: learning a know-how
- Claude Code, Codex, Antigravity: AIs that code
- Email, calendar, documents: connectors



DAY 1 · AFTERNOON · MASTER

Using it well, and safely

02

The families of tools, the art of asking, then everything that protects the company: security, costs, GDPR, the AI Act. The day ends with your policy.

DELIVERABLE Your AI policy, written together

2:00 PM · MODULE 05

Text, image, video, voice

The main families of applications, and what each can do for your job.

- Write, summarise, translate
- Images: creation and editing
- Midjourney, GPT Image, Nano Banana, Flux
- Video: Sora, Veo, Kling
- Voice: transcription and synthesis
- Classifiers: sort, tag, extract
- Deep research

2:45 PM · MODULE 06

The art of the prompt

The difference between an average answer and the right one often lies in the request.

- Role, context, task, format
- Giving examples
- Splitting a long task
- Making the model think
- Iterating and correcting
- Your prompt library

WORKSHOP
Your five everyday requests, rewritten together

3:30 PM · MODULE 07

Security, performance and compliance

What you paste into an AI, where the data goes, what a request costs, and what the law requires.

- Data you never paste
- Prompt injection
- Shadow AI
- Accounts, access, two-factor authentication
- Tokens, latency and costs
- GDPR: legal basis, processors, transfers
- The AI Act: risk levels
- The training obligation (article 4)

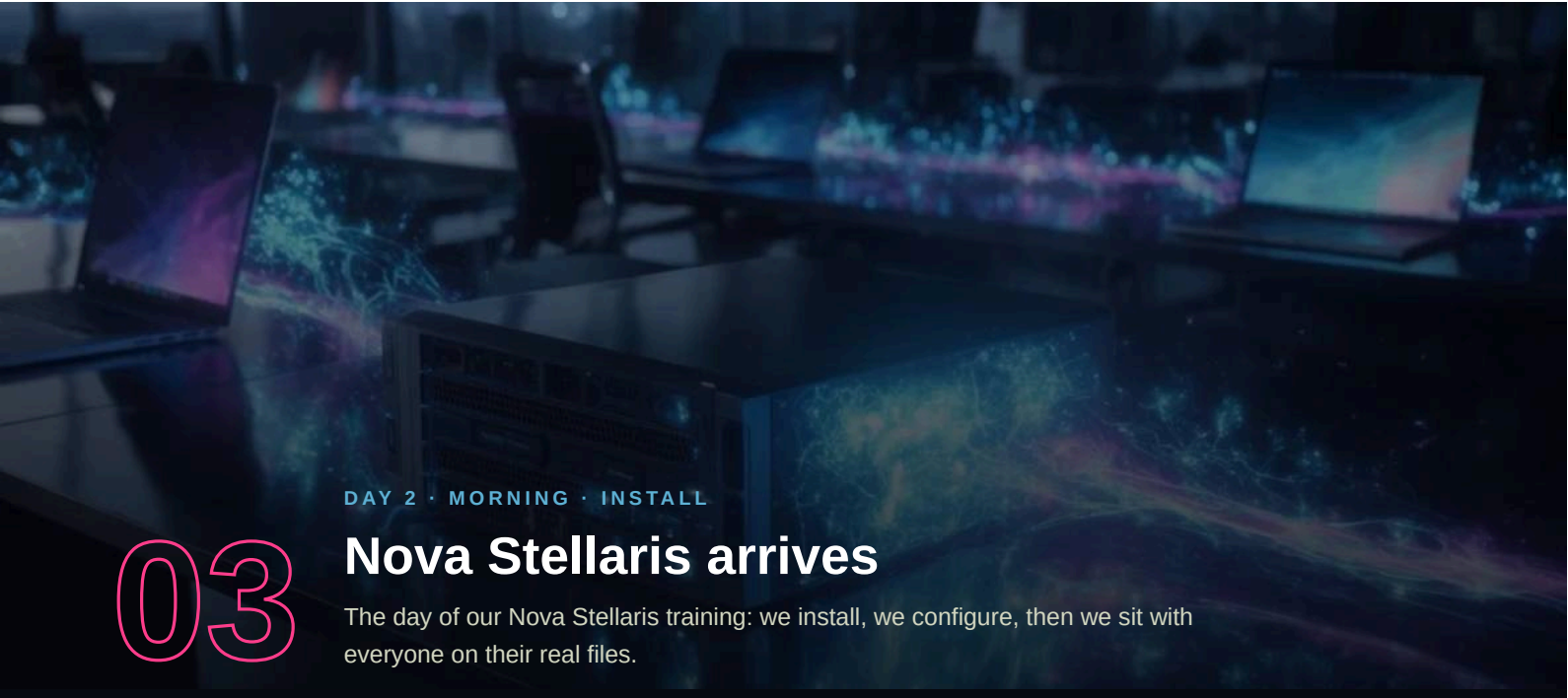
4:30 PM · MODULE 08

Your AI policy

Your company's rules, written with the team and ready to sign the same evening.

- Authorised tools
- Allowed and forbidden data
- Human review
- Who decides what
- Display, sign, review

WORKSHOP The policy, written live with the team



DAY 2 · MORNING · INSTALL

03 Nova Stellaris arrives

The day of our Nova Stellaris training: we install, we configure, then we sit with everyone on their real files.

9:00 · MODULE 09

Nova on every computer

Installed on a server in your name, she learns your trade, your clients and your way of working.

- A server in your name
- The company profile
- Memory: she remembers
- In writing and by voice
- First exchanges

10:00 · MODULE 10

Your emails, quotes and invoices

The work that eats up the days, handed to Nova, on your real inbox and your real clients.

- Sorting and summarising the inbox
- Preparing replies
- Quotes and invoices
- Follow-ups
- Approve before sending

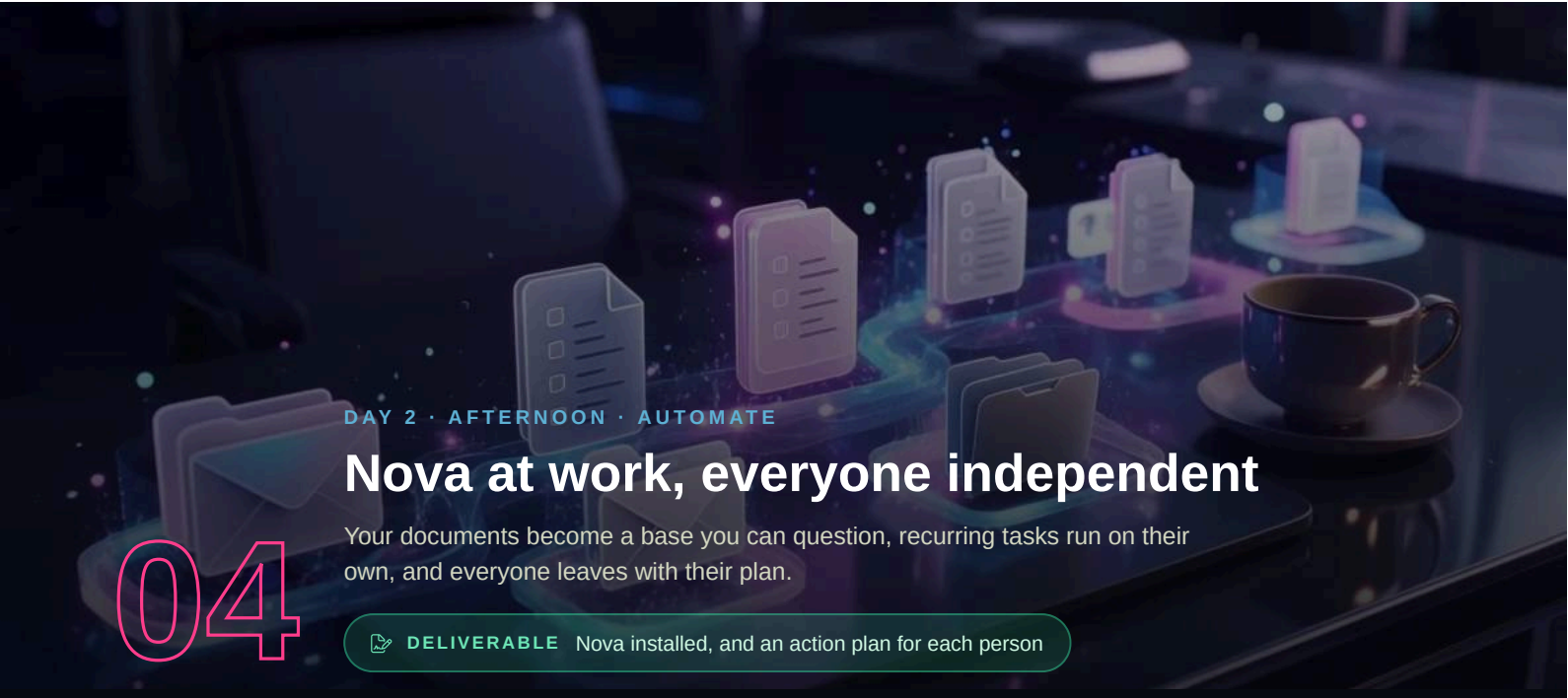
WORKSHOP

Everyone handles their own inbox with Nova

Nova does much more than that

Emails, quotes and invoices are the most common uses, the ones we set up first. But Nova Stellaris is a very versatile tool: we tune her to your own trades.

- Managing your documents
- Advising your clients
- Answering employees' questions
- Creating documents
- Meeting minutes
- Preparing appointments



DAY 2 · AFTERNOON · AUTOMATE

Nova at work, everyone independent

04

Your documents become a base you can question, recurring tasks run on their own, and everyone leaves with their plan.

DELIVERABLE Nova installed, and an action plan for each person

2:00 PM · MODULE 11

Your documents and RAG

Ask your own files as you would ask a colleague, with the sources to back it up.

- RAG, simply explained
- Indexing your documents
- Finding information
- Citing sources
- Minutes and notes

3:00 PM · MODULE 12

Automating

What comes back every day or every week runs without you, and you stay in control.

- The morning brief
- Reminders and follow-ups
- Recurring tasks
- Plugging in your tools (MCP)
- Keeping human approval

WORKSHOP

Everyone sets up their first automatic routine

4:15 PM · MODULE 13

Ready for Monday

A plan for each person, the assessment, and what comes next with Nova.

- Your action plan
- Assessment of what was learned
- Satisfaction survey
- The three free months

And that is only the beginning

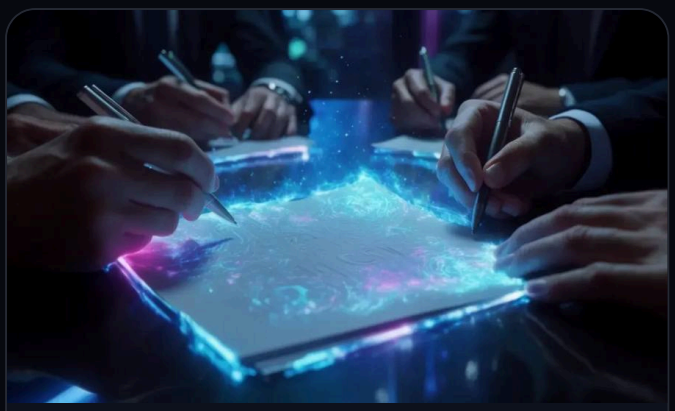
Once Nova is in place, each team finds its own uses. We show you the most frequent ones, and start from your needs to go further.

- Searching your knowledge bases (RAG)
- Managing your social media
- Monitoring your sector
- Following up your files
- Client reminders
- Your dashboards

Remotely, the two days become four half-days by video call. Same programme, same workshops.

WHAT YOU TAKE AWAY

Not notes. Rules, a tool, a team that knows.

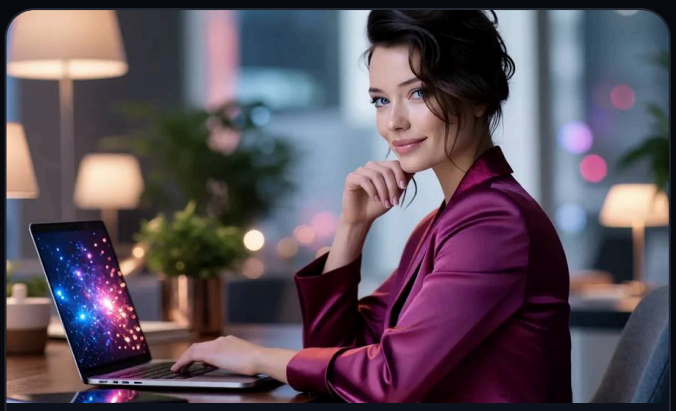


THE FIRST EVENING

Your AI policy

Written with the team at the end of day 1: which tools, for what, with which data. Ready to put up and sign.

Everyone knows what they are allowed to do



THE SECOND EVENING

Nova installed at your place

On a server in your name, on every computer, set up for your trade. The setup is free.

€350 free



THE NEXT THREE MONTHS

Three months free

Nova Stellaris for every participant, no commitment afterwards. Time for the habit to take hold.

€99 × 3 months × every seat



FROM MONDAY

Your use cases

Those of your trade, tested on your own files during the two days. Not examples out of a textbook.

Tested on your files



FOR EVERYONE

A training certificate

For each participant, along with the funding file we prepare with you for your OPCO.

OPCO file included

And after the training?

Nova Stellaris stays installed at your company: three months of use free for each participant, no commitment afterwards. And we stay reachable.

YOUR TRAINER

A hands-on trainer. An assistant who delivers.

The training is run as a duo. Charles leads both days, Nova works live in front of you, on your real files. Your teams see the tool at work, not a demo video.



Charles Annoni

Founder of GDM-Pixel (Caen, 2010) and of Nova Mind

Charles has worked on the web since 2007 and has been teaching since 2013, from two-year to master's degrees as well as in adult education: **Groupe FIM, IAE de Caen, MMI de Saint-Lô, Creative, Aden Formation, My Digital School.**

He doesn't come to recite slides. The rest of the week, he delivers websites and AI tools for small businesses in Normandy. He teaches what he did the day before, in his clients' words.

- Exam board chair, higher education
- France Num activator
- OpenClassrooms mentor
- WP Normandie speaker

2007
on the web

10
training centres in Normandy

~20
OPCO-eligible courses (Digital Cookie)

Master's
from two-year to master's degrees, and adult education

2007
Graduates as a web project manager, Groupe FIM (Saint-Lô)

2010
Founds GDM-Pixel, a web agency in Caen

2013
First classes at Groupe FIM, exam board

2017
Teaches at IAE de Caen and in Brittany

2021
Founds Digital Cookie, B2B consulting and training

2025
Launches Nova Mind, and Nova with it

2026
The two-day AI training, with you



The training is run as a duo. Charles leads both days, Nova works live in front of you, on your real files. Your teams see the tool at work, not a demo video.

PRACTICAL INFORMATION

The course at a glance



Who it is for

Managers, employees and freelancers in small and medium businesses, whatever their job: admin, sales, technical, management. 1 to 12 people per session.

Prerequisites

No AI knowledge needed. Being able to use a computer and email. Everyone brings their laptop and two or three real files.

Length and format

14 hours: two days from 9 am to 5 pm at your offices, or four half-days by video call. Same programme either way.

Method

Short explanations, then practice on your own files. Nova works live in front of the team, everyone repeats it on their own computer.

Assessment

A placement questionnaire before the course, exercises on your files during it, an assessment of what was learned at the end, then a satisfaction survey.

Accessibility

Someone in the team has a disability? Tell us before the session: we adapt the pace, the materials and the organisation.

A certificate for everyone

Each participant receives a certificate of completion. We put together the funding file for your OPCO with you.

Let's talk about your team

The price depends on the number of participants. Work it out online, or call us: we put the OPCO file together with you.

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