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DSQ.STUDIO · CERTIFICATE OF COMPLETION

Alex Example

Director, Example Branch, Department of Examples completed 2 hours of one-to-one, in-person AI training with Aqeel Akber in Canberra on 20 October 2026. Focus: drafting and checking briefs with AI.

CAPABILITIES DEVELOPED

- Writes and tests a reusable prompt for drafting briefs
- Checks AI output against source documents before use
- Knows where AI does not help in their workflow, and why

OUTCOMES

- A tested brief template, kept in the team's shared drive
- A three-step checking routine for AI drafts

NEXT STEPS

- This week: use the template on one live brief
- This month: walk the team through the checking routine

LEARNING OBJECTIVES ADDRESSED

- Identify where AI may help with a task or process, and where it may not.
- Practise an approach using tools and information your organisation permits.
- Check the result and identify what you can repeat or improve.

CERTIFICATE

DSQ-EXAMPLE

Aqeel Akber, trainer