



SAFERPROS

NETWORKING • PROFESSIONALS TRUSTED NATIONWIDE

FREE BUSINESS RESOURCE

AI Advantage for Local Business

Two-hour participant workbook

Practical guidance for business owners and leaders

PUT THIS RESOURCE TO WORK

Visit a group • Explore membership • Build a stronger business

1-800-HIRE-A-PRO • (800) 447-3277

SaferPros.com

Seminar outcomes

- Explain AI in plain language without treating it as a person or an authority.
- Identify useful tasks in marketing, sales, service, operations and leadership.
- Write a structured prompt and improve it through review.
- Recognize privacy, accuracy, security, fairness and customer-trust risks.
- Leave with one 30-day pilot and a measurable definition of success.

Agenda

Time	Topic	Participant work
0-15	AI without the hype	Write one hope and one concern
15-35	Where AI fits	Map repetitive language and information tasks
35-55	Category examples	Select one relevant use case
55-65	Break	
65-85	Prompting practice	Build and test a structured prompt
85-105	Responsible use	Complete the risk screen
105-118	30-day action plan	Choose owner, metric and stop conditions
118-120	Commitment and close	State the next action

Workflow finder

Task	Frequency	Time/quality problem	AI assist	Human review

Prompt builder

Element	Your instructions
Role	
Goal	



Element	Your instructions
Approved context	
Constraints and prohibited actions	
Output format	
Questions and uncertainty	
Human review	

Responsible-use screen

- Is sensitive or restricted information involved?
- Could an error affect safety, money, employment, licensing, legal rights or customer trust?
- Can a qualified person verify the answer before use?
- Are claims, prices, availability, reviews and credentials supported?
- Is there a fallback and an escalation path?

30-day action plan

Decision	Your plan
Business problem	
Workflow and owner	
Baseline	
Approved tool and information	
Review checklist	
10-test pilot	
Success metric	
Stop conditions	
Day-30 decision	



Sources and responsible-use note

This publication is educational and does not replace legal, tax, cybersecurity, employment, licensing or other professional advice. AI outputs may be incomplete, inaccurate or inappropriate. Keep a qualified person responsible for review and decisions.

U.S. Small Business Administration - Market research and competitive analysis

[Open official source](#)

National Institute of Standards and Technology - AI Risk Management Framework and Generative AI Profile

[Open official source](#)

Federal Trade Commission - Advertising and marketing guidance

[Open official source](#)

U.S. Census Bureau - Business Trends and Outlook Survey

[Open official source](#)

Federal Reserve Banks - Small Business Credit Survey

[Open official source](#)

Research date: September 2026. Review time-sensitive claims and rules before relying on them.



Your next step with Safer Pros

Free education is only the beginning. Safer Pros Networking helps business owners build purposeful connections, trusted relationships and a stronger professional community. Safer Pros Academy provides deeper business education for individuals, leaders and companies.

START HERE	WHAT TO DO	LINK
Visit a local group	Experience the meeting before applying.	Visit a Group
Apply for membership	Request category review and learn the member standards.	Apply for Membership
Develop a new group	Bring Safer Pros Networking to your market.	Start a Group
Explore the Academy	Build stronger sales, marketing, leadership and facilitation capability.	Explore the Academy

READY FOR MORE INFORMATION?

Call 1-800-HIRE-A-PRO • (800) 447-3277

Email: info@saferpros.com • **Web:** SaferPros.com

Membership creates opportunities to build professional relationships; it does not guarantee referrals, revenue, endorsement or Safer Pros Verified status. Local schedules, categories and approval requirements vary.

