

A practical first step with AI and automation.



For Vermont chambers, libraries, civic clubs, trade associations, and business groups.

Free community sessions · 20 or 45 minutes · In person

Discuss a topic with Chris, then confirm the format, date, location, and travel arrangements before announcing it.

Topic ideas to discuss

Where automation is worth your time

For owners choosing a starting point. Pick a repetitive task, review existing tools, and consider setup and running costs. Takeaway: one task to investigate and the questions to ask next.

Practical AI for everyday office work

For teams curious about AI. Explore sample emails, notes, and documents, with instructions and output checks. Takeaway: a repeatable way to draft, review, and identify where human judgment is needed.

Follow-ups and reminders using your existing tools

For service businesses sending messages by hand. Walk through a sample workflow, approvals, and exceptions. Takeaway: a workflow sketch and compatibility checks.

Your presenter

Chris Kave brings more than 30 years of technology experience to practical sessions for Vermont business groups. He runs QuickOutcomes with his family in Essex Junction, helping businesses reduce routine manual work. His sessions use plain English, examples, and questions from the room.

Ask about hosting: quickoutcomes.com/workshops/ · (802) 404-1443

Make it easy to host.

What to arrange together

Share your audience, expected group size, location, date options, and preferred topic. Describe the available screen or projector, audio, internet, and room setup. Chris will confirm what the session needs and who prints the worksheet.

The demonstration-and-worksheet format doesn't require attendee laptops or paid accounts. Hands-on software practice needs a separate equipment and access discussion. Chris offers in-person sessions around Chittenden County and greater Vermont, subject to scheduling and travel confirmation.

The community session described here is free. Private team training or a more involved custom program needs a separate discussion of scope and any cost. There's no sales presentation.

Sample 45-minute agenda

5 minutes: choose a task

10 minutes: check the options

10 minutes: see an example

8 minutes: write a next step

12 minutes: questions from the room

A 20-minute talk uses a narrower topic. Agree the agenda before booking.

Announcement copy to adapt

Complete the brackets after the booking is confirmed.

Join [organization] for [confirmed session title] with Chris Kave of QuickOutcomes on [date] at [time], at [venue].

Bring a routine task you'd like to spend less time on. You'll explore practical examples, ask questions, and leave with a worksheet to help you choose a next step. No technical background is needed for the introductory format. This community session is free.

[Add confirmed duration, accessibility information, and registration link or instructions.]

Download the worksheet, editable announcement, and Chris's photo at quickoutcomes.com/workshops/.