

AI OPERATIONS ACCELERATOR PROGRAM OUTLINE

Company: Business Masters Enterprises, Inc. dba Todd Masters FocalPoint Coaching

Program Title: AI Operations Accelerator

Program Category: Professional Development / Executive Coaching

Effective Date: February 26, 2026

1. PROGRAM OVERVIEW

The AI Operations Accelerator (the "Program") is a specialized professional development track designed for business owners, executives, and senior leadership. The Program focuses on the strategic implementation of Artificial Intelligence (AI) within business operations to automate redundant tasks, enhance decision-making through data synthesis, and develop proprietary internal AI tools. This Program is an extension of the "Freedom Framework" and is designed to reduce operational hours while increasing scalability.

2. EDUCATIONAL OBJECTIVES

Participants will achieve the following competencies upon completion of the Program:

- **AI Literacy & Governance:** Understanding LLM (Large Language Model) architecture and establishing corporate governance for AI usage.
- **Workflow Synthesis:** Identifying high-friction operational areas suitable for AI automation.
- **Custom Tool Construction:** Developing and deploying bespoke AI assistants and internal GPTs tailored to specific business functions (e.g., Sales, HR, Customer Support).
- **Prompt Engineering Mastery:** Applying advanced logic frameworks to ensure output accuracy and consistency.
- **Data Privacy & Security:** Implementing protocols to protect proprietary business data within AI environments.

3. CURRICULUM SPECIFICATIONS

Provider: Business Masters Enterprises, Inc.

Total Clock Hours: forty (40) hours (ten (10) hours per week)

Weekly Structure (10 Clock Hours/Week)

- **2 Hours:** Live Strategy/Coaching
- **4 Hours:** Guided Implementation Lab
- **4 Hours:** Independent Workflow Building

4-Week Professional Development Syllabus (Total: 40 Clock Hours)

Week 1: The AI Audit & Strategic Framework (10 Clock Hours)

- **Live Strategy/Coaching (2 Hours):** AI audit methodology; defining success metrics; selecting priority workflows; governance and adoption plan.
- **Guided Implementation Lab (4 Hours):** Security and data-handling setup (access controls, safe inputs/outputs, retention considerations); baseline prompt standards; initial workflow map.
- **Independent Workflow Building (4 Hours):** Complete an AI readiness assessment; draft approved use-cases; build and test a prompt library for 1–2 priority workflows.
- **Key Topics:** Security; Prompt Engineering; Business Use Cases.

Week 2: Sales & Marketing Automation (10 Clock Hours)

- **Live Strategy/Coaching (2 Hours):** Funnel and pipeline review; defining automation touchpoints; quality controls and handoffs; KPI design.
- **Guided Implementation Lab (4 Hours):** Content engines (ideation → drafting → repurposing); CRM integration planning; lead response logic and routing; templated messaging with review steps.
- **Independent Workflow Building (4 Hours):** Implement one content workflow and one lead-response workflow; connect to CRM (or stage in a sandbox) and test end-to-end.
- **Key Topics:** Content Engines; CRM Integration; Lead Response.

Week 3: Operational Efficiency & SOPs (10 Clock Hours)

- **Live Strategy/Coaching (2 Hours):** Operational bottleneck selection; SOP standardization approach; measuring time saved and error reduction.
- **Guided Implementation Lab (4 Hours):** Internal knowledge bases (source-of-truth, retrieval patterns); document processing workflows (intake, extraction, summarization); meeting intelligence workflows (agenda, notes, action items).
- **Independent Workflow Building (4 Hours):** Build an internal knowledge base prototype; publish/update at least one SOP using AI-assisted drafting; deploy a meeting intelligence workflow for recurring meetings.
- **Key Topics:** Internal Knowledge Bases; Document Processing; Meeting Intelligence.

Week 4: Custom GPTs & Agentic Workflows (10 Clock Hours)

- **Live Strategy/Coaching (2 Hours):** Tool roadmap; governance for internal tools; scaling plan and training; risk review and future-proofing.
- **Guided Implementation Lab (4 Hours):** Building private tools (custom GPTs/assistants) with role-based behavior; agentic workflow patterns (multi-step tasks, approvals, logs); scalable system design.
- **Independent Workflow Building (4 Hours):** Build and test one custom GPT or assistant for a defined role; create one agentic workflow with human-in-the-loop checkpoints; document deployment and maintenance plan.
- **Key Topics:** Building Private Tools; Scalable Systems; Future-Proofing.

4. INTELLECTUAL PROPERTY (IP) RIGHTS

- **Company IP:** All methodology, "Freedom Framework" materials, templates, and proprietary prompt libraries provided by Todd Masters FocalPoint Coaching remain the sole property of the Company.
- **Participant IP:** Any custom AI tools or specific logic sequences developed by the Participant during the Program for their specific business shall be owned by the Participant, subject to the non-disclosure of Company's underlying proprietary frameworks.
- **License:** Participants are granted a non-exclusive, non-transferable license to use Program materials for their internal business operations only.

5. DATA PRIVACY AND SECURITY

The Program emphasizes the use of "Zero-Retention" or "Private Instance" AI environments. Participants are responsible for ensuring that any data processed through third-party AI providers complies with their specific industry regulations (e.g., HIPAA, GDPR, or SOC2). The Company provides guidance on security but is not liable for data breaches occurring on third-party platforms.

6. DELIVERY AND ENROLLMENT

- **Format:** Hybrid (Live Virtual Instruction and Asynchronous Technical Labs).
- **Total Duration:** 4 weeks (10 hours per week); Total Duration: 40 Clock Hours.
- **Target Audience:** Business Owners and Senior Leaders looking to automate high-friction administrative tasks.
- **Certification:** Upon successful completion and demonstration of a functional AI tool, participants will receive an "AI Operations Certified Specialist" certificate from Todd Masters FocalPoint Coaching.

7. LIMITATION OF LIABILITY

The Company provides instruction on AI tools that are subject to third-party updates and technical variances. The Company makes no guarantees regarding the continuous uptime of third-party AI platforms. AI-generated content must be reviewed for accuracy by the Participant; the Company is not responsible for "hallucinations" or inaccuracies produced by AI tools developed during the Program.

8. INCORPORATION OF POLICIES

This Program Outline is subject to the Todd Masters FocalPoint Coaching General Terms of Service and the Institutional Refund Policy of Business Masters Enterprises, Inc. (including any applicable administrative fee and digital asset protection clauses).

NON-DEGREE / NON-VOCATIONAL DISCLAIMER: This Program is a professional development and/or executive coaching program. It is not a degree program, not a license-qualifying program, and not intended to prepare participants for a specific occupation as defined by applicable state or federal vocational standards. No job placement is offered or implied.

REFUND POLICY NOTICE: Refunds (if any) are governed exclusively by the Institutional Refund Policy of Business Masters Enterprises, Inc., which is incorporated by reference and made available to participants prior to enrollment and upon request.

Authorized by:

Todd Masters

CEO, Todd Masters FocalPoint Coaching

Business Masters Enterprises, Inc.