

Associate handbook

From source notes to professional practice

A handbook people can use and a method they can learn.



Purpose

Explain responsibilities, responsible AI use, project delivery and the associate development pathway.

Pathway

Guided practice / independent delivery / instructor development / delegated leadership.

Working method

Gather sources. Resolve conflicts. Draft clear procedures. Review decisions. Verify the exported booklet.

Learner result

An outline, two handbook sections, a usable form, an editable source and a checked PDF.

Course format

Two four-hour workshops with guided practice, independent work and assessment.

Evidence and status

Developed from existing AMTS materials. Review draft; no unapproved employment or pay terms become promises.

Business plan

From business idea to a testable operating plan

Connect customer need, delivery capacity and explicit financial assumptions.



Customer

Start with small professional-service organizations and one useful business task. Validate the audience.

Offer

Practical four-hour workshops supported by coaching and selected production work.

Delivery

Prerequisites, instructor demonstration, guided practice, independent output and a clear handoff.

Economics

Separate tuition, production rates, collected cash, delivery costs and owner effort. Label assumptions.

Next 90 days

Define one pilot, observe learner outcomes, test paid demand, refine the course, then consider expansion.

Evidence and status

Training-first owner direction and existing operating notes. Planning draft; prices and forecasts remain subject to validation.