



Step-by-Step Action Guide

First AI Implementation for Medium-Sized Businesses



We Build Sustainable AI Foundations for Businesses

Want to bring AI into your business the right way? We help mid-sized teams create a sustainable AI foundation that becomes a natural part of your daily operations.

Our approach is methodical and effective: we map your processes, build knowledge bases that make sense, train your team properly, and implement tools that truly fit your business needs. Unlike others who just glue AI tools together or slap automation on top of existing systems, we focus on building a proper foundation first.

The result? AI that actually works for you long-term —without the chaos, wasted resources, or employee frustration. Our clients enjoy lower costs, clearer strategies, and teams that confidently use AI to improve their work.

Ready for sustainable AI transformation? Email carlo@workglaze.com or book a call at www.workglaze.com.

Key Points on Gaining Team Buy-In

1 Empathy and Transparency

Recognize employee concerns. Be clear about why you're introducing AI and how it benefits both the business and the team.

26% of small business owners say they get pushback from workers about AI, so expect concerns as normal.

2 Highlight Personal Benefits

Show that AI is an assistant, not a replacement. Explain how it reduces busywork and frees you up for more meaningful tasks.

3 Inclusive Involvement

Identify AI Champions who pilot tools and coach others. Gather feedback early. When employees feel heard, they tend to support the rollout.

4 Education and Training

Give people clear instruction so they're confident. Research shows **only 25% of employees** say they understand how to use their company's AI tools.

5 Reinforce Job Security and Growth

Explain that AI is here to help the company grow, not to shrink the team.

Step-by-Step Action Guide

1

Start with Dialogue

Hold an open meeting to explain your vision. Listen to concerns and acknowledge their feelings. Creating the right Frame at the start is crucial.

2

Share Vision and Benefits

Show how AI will help both the company and individual workers.

3

Address Job Security Early

If there are no planned layoffs, say so clearly. If roles will evolve, explain how you'll help them adapt.

Unsure how to support evolving roles? Contact Workglaze for individual employee guidance.

4

Pick an AI Champion or Task Force

Choose team members to test AI tools first. Include peers who are well-respected, not just managers.

5

Train and Allow Practice Time

Plan training sessions that use real examples. Provide a practice phase so employees can explore without pressure.

6

Adopt AI Gradually

Run the old process alongside the new AI-driven one for a while. This lowers anxiety and shows evidence of success.

7

Encourage Feedback and Adjust

Make it easy for people to share experiences. Then show that you listen by acting on their input.

8

Show Quick Wins

Highlight any successes quickly. For instance, "We cut processing time by 50%." Recognize the employees involved.

9

Keep AI Normalized

Treat AI like a standard part of the job, but stay open to feedback. Celebrate each milestone and keep communication flowing.

Real-World Success Story: Ruhrpott Rodeo

Ruhrpott Rodeo, a large festival organizer, struggled to manage up to 200 seasonal workers each year. Compressed timelines led to HR bottlenecks, and confused temporary staff.

They partnered with Workglaze to implement a solution featuring five integrated Make.com scenarios. This new system reduced the workload by over 30 hours during the busiest weeks, freeing up time for more strategic tasks.

HR now focuses on selecting people for specialized roles instead of drowning in paperwork. Seasonal staff also benefit from a clear and compliant onboarding process.

The result is a smoother operation for everyone, with fewer administrative headaches and better matched talent for specialized positions. This proves targeted AI can solve real business challenges without massive budgets or technical expertise.

30+

HOURS SAVED EACH
YEAR

200

STAFF MANAGED
SMOOTHLY

5

AUTOMATION
WORKFLOWS

Checklist – Fostering Team Buy-In

- Management Message Ready: Clear intro on benefits and challenges
- Team Concerns Gathered: Feedback from staff is noted
- Reassurances Given: Job security or role shifts clearly addressed
- Benefit Statements: Specific benefits for each role
- AI Champions: Individuals chosen to pilot AI and help others
- Training Dates Set: All relevant staff will get a demo or session
- Hands-On Trial: Support plan during trial mode
- Feedback Loop: Simple way to gather and act on feedback
- Plan for Morale: Monitor frustration or disengagement
- First Win Celebrated: Recognize initial results publicly
- Ongoing Support: Plan beyond the initial rollout

Your Implementation Notes

Top concerns in my team:

Write your notes here...

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Potential AI Champions:

Write your notes here...

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Benefit statements for each role:

Write your notes here...

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Timeline for implementation:

Write your notes here...

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My action plan for AI implementation:

Write your action plan here...

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Ready to transform your business processes with automation?

For questions, email carlo@workglaze.com or book a call at [Workglaze.com](https://workglaze.com)