



AI Employee Training Bundle

Course Outline - Four-Course AI Skills Program

A practical, self-paced AI training path designed for employees at every level - no technical background required.

Course 1 - Using AI Confidently

Module 1 - Welcome & Getting Comfortable

Welcome & Getting Comfortable

An introduction to the course and what learners can expect - designed to set the tone for a calm, pressure-free experience.

You're Not Behind - and You Can't Break Anything

Reassurance that no prior knowledge is needed, and that curiosity is the only requirement to get started.

Why AI Feels Intimidating (and Why That's Normal)

An honest look at why AI feels overwhelming to most people, and why that reaction is completely understandable.

What This Course Is - and What It Isn't

A clear framing of the course scope so learners know exactly what they will and won't be doing.

How to Approach Learning AI Calmly and Confidently

A simple mindset framework for getting through the course without frustration or self-doubt.

How to Use This Course at Your Own Pace

Guidance on pacing, skipping ahead, and returning to lessons - learners are in control of their own path.

Module 2 - Understanding AI (Without the Hype)

What AI Is - and What It Isn't

A plain-English explanation of what the term 'AI' actually means, stripped of buzzwords and marketing noise.

What People Really Mean When They Say 'AI'

A breakdown of how the word AI gets used differently in media, business, and everyday conversation.

Why AI Can Sound Confident Even When It's Wrong

An explanation of AI hallucination and why critical thinking remains essential when using these tools.

What AI Is Good at Helping With

A practical overview of tasks where AI genuinely adds value and saves time.

When AI Should Not Be Used

Clear guidance on situations where AI is not appropriate, unreliable, or potentially harmful.

Using AI - A Beginner's Cheat Sheet

A downloadable quick-reference guide summarizing the key principles from this module.

Module 3 - How to Think When Using AI

You Don't Need Special Commands or Technical Language

Why natural, conversational language works just as well as technical prompting jargon.

Why Clarity Matters More Than Clever Wording

How being specific and direct produces better AI results than trying to sound sophisticated.

How to Ask Questions in a Simple, Natural Way

Practical techniques for forming effective AI requests without memorizing frameworks or templates.

Understanding Your Role When Using AI

Why the human remains in charge of judgment, review, and final decisions when working with AI.

Module 4 - Your First Calm AI Experience

Watching a Real Example Step-by-Step

A guided walkthrough of a real AI interaction so learners can see exactly how it works before trying it themselves.

Seeing How Normal, Imperfect Input Works Just Fine

A demonstration that AI responds helpfully even when questions are informal, incomplete, or imperfect.

Understanding How to Read and Respond to AI Answers

How to evaluate an AI response, decide if it's useful, and know when to ask a follow-up question.

Learning What to Do If the Response Isn't Helpful

Simple techniques for rephrasing, redirecting, or restarting when an AI response misses the mark.

Module 5 - Everyday Uses That Actually Matter

Writing or Rewording Emails and Messages

How to use AI to draft, improve, or simplify written communication quickly and naturally.

Understanding Letters, Documents, or Instructions

Using AI to summarize, explain, or translate complex documents into plain language.

Planning Trips or Organizing Ideas

Practical examples of AI as a personal planning assistant for everyday tasks and decisions.

Using AI as a Helpful Assistant, Not a Replacement

Reinforcing that AI works best as a tool that supports human judgment, not one that replaces it.

Module 6 - Staying Safe & Moving Forward

Why It's Important to Double-Check Information

The habit of verifying AI outputs before acting on them - and why this protects the learner and their organization.

How to Avoid Scams and Misleading Content

Practical awareness of how AI is being used to generate deceptive content, and how to recognize it.

Knowing When Not to Rely on AI

A honest review of AI's limitations and the situations where human judgment is irreplaceable.

Simple Next Steps If You Want to Keep Exploring

A low-pressure path forward for learners who want to continue building their AI skills after the course.

Permission to Pause, Stop, or Return Later

A closing reminder that learning at your own pace is always the right pace.

Module 7 - Final Thoughts & Thank You

Final Thoughts & Thank You

A warm closing that celebrates progress, reinforces key takeaways, and invites continued learning.

Course Survey and Feedback

A short survey to help improve the course and capture the learner's experience.

Includes bonus material: AI Safety Checklist, AI Starter Routine, prompt guides, AI Action Plan, AI Terms Cheatsheet, AI Glossary, PowerPoint training template, and the AI Made Simple Audiobook.

Course 2 - AI Made Simple: Your First Steps into Artificial Intelligence

Module 1 - Welcome & Orientation

Welcome & Orientation

An introduction to the course, its goals, and what learners will be able to do by the end.

Safety Tips for Beginners

Foundational guidance on using AI tools safely and responsibly from the very first session.

Module 2 - Everyday AI

Everyday AI - Spotting It Around You

How to recognize the AI that's already embedded in the tools, apps, and devices learners use every day.

Common Misconceptions

A direct challenge to the most common myths about AI - separating science fiction from practical reality.

Quick Fun Quiz

A short knowledge check to reinforce Module 2 concepts in a low-stakes, engaging format.

Module 3 - The Basics of How AI Works (Without the Jargon)

The Basics of How AI Works

A plain-English explanation of how AI models learn, respond, and generate output - no technical background needed.

Module 4 - Getting Hands-On with AI Tools

Getting Hands-On with AI Tools

An introduction to the most accessible AI tools available and how to start using them with confidence.

Demonstration: Using ChatGPT for Everyday Tasks

A step-by-step walkthrough of a real ChatGPT session applied to a common workplace or personal task.

Best Practices for Effective Use

The habits and approaches that consistently produce better results when working with AI tools.

Advanced Prompting Handbook

A downloadable reference guide covering prompting techniques for learners who want to go deeper.

Module 5 - Using AI Safely & Smartly

Using AI Safely & Smartly

A comprehensive look at responsible AI use - what to share, what to withhold, and how to stay protected.

AI Safety Best Practices

A structured review of the safety principles every AI user should understand and apply consistently.

Module 6 - Quick Wins You Can Try Today

Quick Wins You Can Try Today

Immediate, practical applications learners can try right now to build confidence through action.

Real-World Applications of AI

Examples of how AI is being used effectively across different roles, industries, and everyday situations.

Quick Fun Quiz

A short knowledge check reinforcing Module 6 concepts and preparing learners for next steps.

Module 7 - Next Steps on Your AI Journey

Next Steps on Your AI Journey

A forward-looking close that helps learners identify where to go next based on their goals and comfort level.

Includes bonus material: AI Starter Toolkit download, skill packs covering prompt writing, AI writing, troubleshooting, creativity, and small business use, plus the AI Made Simple Audiobook.

Course 3 - AI Skills Accelerator: Work Smarter, Stay AI-Proof

Course Orientation

Welcome to the AI Skills Accelerator

An introduction to the course, its structure, and the skills learners will build across the six modules.

How This Course Works

A walkthrough of how to navigate the course, use the exercises, and apply learning to real work situations.

Module 1 - Becoming AI-Proof (Positive & Practical Foundations)

What 'AI-Proof' Really Means

A reframe of the AI-proof concept - not about avoiding AI, but about building skills that AI cannot replace.

The Human Skills AI Can't Replace

An honest inventory of the judgment, empathy, creativity, and relational skills that remain distinctly human.

The Positive AI Mindset

How to approach AI as a collaborator and amplifier rather than a threat or a shortcut.

How to Thrive in an AI-Powered World

Practical strategies for staying relevant, adaptable, and confident as AI continues to evolve in the workplace.

Module 1 Quick Exercise: Identify Your Personal AI Advantage

A guided reflection to help learners identify the unique human strengths they bring that AI cannot replicate.

Module 2 - Better Prompting: The Skills That Unlock Everything

Prompting Mindset vs. Prompting Myths

Why effective prompting is about clear thinking, not memorized formulas or technical tricks.

The 4 Core Prompting Frameworks (with Examples)

Four practical frameworks for structuring AI requests that consistently produce useful, relevant outputs.

Thinking in Steps: Teaching AI to Reason

How to break complex tasks into sequential steps that guide AI toward more accurate and useful responses.

Fixing Bad AI Outputs (Refinement Loops)

A systematic approach to diagnosing weak AI responses and improving them through targeted follow-up.

Module 2 Prompt Project: Turn a Basic Prompt into a Pro Prompt

A hands-on exercise applying the module's frameworks to transform a weak prompt into a high-quality one.

Module 3 - Practical Everyday AI: Real Skills for Real Life

AI for Smarter Research & Planning

How to use AI to gather information, compare options, and organize thinking for better decisions.

AI for Communication (Email, Writing, Summaries)

Practical techniques for using AI to draft, edit, summarize, and improve written communication at work.

AI for Learning Faster (Languages, Skills, Subjects)

How AI can accelerate personal learning by explaining concepts, generating practice material, and providing feedback.

AI for Personal Organization & Decision Support

Using AI to manage tasks, prioritize work, and think through complex decisions more clearly.

Module 3 Everyday AI Mini-Projects

Short, practical exercises applying each of the four skill areas to real everyday situations.

Module 4 - The AI Creation Lab (Hands-On Projects)

Introduction to AI Creativity

An optimistic introduction to AI as a creative collaborator - what's possible and how to approach it without pressure.

Creating Polished Text Content (Posts, Stories, Scripts)

How to use AI to produce written content that still sounds human, on-brand, and purposeful.

Creating Images with AI (Brand-Friendly & Simple)

A beginner-friendly introduction to AI image generation with practical guidance on appropriate and effective use.

Creating Short-Form Videos with AI

An overview of AI tools that support video creation, from scripting to basic production assistance.

Module 4: Create Your First Mini Project

A hands-on project where learners apply AI creativity tools to produce a simple, real output of their own.

Module 5 - AI at Work: Skills That Make You Future-Ready

Using AI for Meetings, Recaps & Task Management

Practical applications of AI for capturing, summarizing, and acting on meeting content and task lists.

AI for Problem Solving & Brainstorming

How to use AI as a structured thinking partner for working through challenges and generating options.

Creating Repeatable Workflows Anyone Can Use

How to design simple AI-assisted workflows that can be handed off, repeated, and scaled across a team.

Developing Your Unique 'Human-Plus-AI' Skillset

A framework for identifying where your human judgment and AI capability combine to create your highest value.

Module 5 Workplace Projects (Choose 1)

A selection of workplace-focused projects that let learners apply Module 5 skills to their own role and context.

Module 6 - Build Your Personal AI System (Your Signature Framework)

Why You Need a Simple, Repeatable AI System

The case for building a personal AI routine rather than relying on ad-hoc, inconsistent tool use.

The 'Daily 3 / Weekly 3 / Monthly 1' AI Method

A structured, sustainable approach to integrating AI into daily work without adding complexity or overwhelm.

How to Build Your Personal AI Dashboard

A step-by-step guide to creating a simple reference system for the prompts, tools, and workflows that work best for you.

Keeping Up Without Getting Overwhelmed

Practical strategies for staying current with AI developments without falling into distraction or information overload.

Module 6: Your AI-Proof Action Plan

A downloadable personal action plan that captures the learner's commitments, next steps, and AI system going forward.

Module 7 - Course Conclusion & Next Steps

Your AI Toolkit Overview (Templates, Downloads & Prompts)

A summary of all downloadable resources, templates, and prompt libraries included with the course.

Your Next Steps in Becoming AI-Proof

A personalized forward path based on the skills built across the course and the learner's own goals.

Encouragement & Final Thoughts

A warm, motivating close that celebrates progress and reinforces the learner's capability and readiness.

Includes bonus material: AI Accelerator Toolkit download, skill packs covering prompt writing, AI writing, troubleshooting, creativity, and small business AI, plus an audio pack on AI thinking.

Course 4 - AI for Business: The Beginner's Guide to Smarter Work, Automation & Growth

Module 1 - Welcome & Why This Course Matters

Welcome & Why This Course Matters

An introduction to the course and a clear explanation of why AI literacy is now a practical business necessity, not a trend.

Safety Tips for Beginners

Foundational guidance on using AI tools responsibly in a business context from the very first session.

Module 2 - AI Basics: Demystifying the Buzzwords

AI Basics - Demystifying the Buzzwords

A plain-English walkthrough of the most common AI terms so learners can participate in business conversations with confidence.

Common Misconceptions

Direct responses to the myths and misunderstandings that most often slow down business AI adoption.

Module 3 - Finding AI Opportunities in Your Business

Finding AI Opportunities in Your Business

A structured approach to identifying where AI can reduce friction, save time, and create value in your specific business context.

Demonstration: Using ChatGPT for Everyday SMB Tasks

A step-by-step walkthrough of a real AI session applied to a common small or mid-size business task.

Best Practices for Effective Use

The habits and approaches that consistently produce better business results when working with AI tools.

Real-World Applications of AI

Examples of how businesses at different stages and in different industries are using AI practically and effectively today.

Module 4 - AI Tools You Can Use Right Now

AI Tools You Can Use Right Now

A practical review of the most accessible AI tools for business use - what they do, when to use them, and how to get started.

Demonstration: Creating a Simple Workflow Automation

A guided example of building a basic AI-assisted workflow that saves time on a repeatable business task.

AI Safety Best Practices

The safety principles every employee should understand before using AI in a business environment.

Module 5 - Using AI for Marketing, Sales & Customer Service

Using AI for Marketing, Sales & Customer Service

How AI can support content creation, customer outreach, lead response, and service workflows across the business.

Demonstration: Setting Up a Chatbot for Your Business

A walkthrough of how to configure a simple AI chatbot to handle common customer inquiries.

Build & Embed Your Own Chatbot Using Microsoft Copilot Studio

A step-by-step guide to building and embedding a functional chatbot using Microsoft Copilot Studio - no coding required.

Module 6 - AI for Operations & Efficiency

AI for Operations & Efficiency

How AI can reduce manual work, improve consistency, and free up team capacity across operational functions.

Streamlining Back-Office Tasks with AI

Practical applications of AI for administrative, financial, and operational tasks that consume disproportionate time.

Module 7 - Building an AI-Ready Business

Building an AI-Ready Business

A framework for making your business structurally ready to adopt, govern, and scale AI over time.

30-Day AI Action Plan for Business

A downloadable, structured 30-day plan for implementing the course's key principles in a real business environment.

Includes bonus material: AI Business Toolkit download, course quiz, and the AI Made Simple Audiobook.

Included with Every Enrollment: AI Capability Community Access

Every employee training enrollment includes access to the AI Capability Community - a professional space for individuals building practical AI skills in a real work environment. A place to ask questions, share progress, and learn alongside others on the same path.