



# Blair 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.*

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### 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.*

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### **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.