

AI Workshop

AI literacy that people can use on Monday

A jargon-free workshop on how modern AI works and how to use it responsibly for study, teaching and work: prompting, research, writing and analysis, plus a clear view of where AI should not be trusted.

DURATION	AUDIENCE	FORMAT
Half-day, full-day, or a faculty + student two-part programme	School students (Class 8+), college students, faculty, corporate teams	Laptop-friendly, live demos and guided practice, 25-200 participants

What participants walk away with

- Explain in plain language what AI models can and cannot do
- Write prompts that produce usable output on the first try
- Use AI for research, drafting, summarising and revision
- Spot hallucinations, bias and privacy risks
- Apply a simple responsible-use policy for classrooms or teams

Session agenda

Modules are re-ordered and re-weighted based on your batch size and available time.

01 How AI actually works

Models, tokens and training, explained without maths.

02 Prompting well

Context, role, constraints and examples, practised live.

03 AI for study & teaching

Notes, lesson plans, question banks, revision and feedback.

04 AI at work

Research, analysis, decks, emails and meeting summaries.

05 Risks & ethics

Accuracy, plagiarism, data privacy and academic integrity.

06 Toolkit walkthrough

A curated set of tools with honest strengths and limits.

Good to know

- **Is this AI workshop suitable for school students?** Yes. The content is adjusted for the age group. For Class 8 and above, the focus is on AI literacy, safe use and simple prompting, with strong teacher guidance.
- **Will participants learn to code?** No coding is required. The workshop focuses on using AI tools effectively, understanding their limits and applying them responsibly.
- **Do we need to buy AI tool subscriptions?** Not necessarily. I use a curated mix of free and widely available tools. If your institution already uses a platform, I can integrate it.

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