

AI for Everyone

A complete beginner curriculum. By 5 PM every student can open an AI tool and use it confidently — no jargon, no fear.

The four mantras — repeat all day

“Think of AI as an assistant.”

“You’re having a conversation.”

“The better your instructions, the better the result.”

“AI is a tool — you’re still in charge.”

Morning

9:00 – 9:30 Welcome & the big reframe

- Icebreaker: “What scares or confuses you most about AI?” — write it on a card.
- The one idea that changes everything: **AI is a smart assistant that has read almost everything, but it needs your direction.**
- Kill the myths: AI isn’t conscious, isn’t always right, and isn’t taking over. It’s a tool — a calculator that talks.
- Set the tone: you’ll make mistakes today, and that’s the point. Nothing you type can break it.

9:30 – 10:15 Your first conversation

- Live demo: type a simple everyday request (“Write a thank-you note to my client”).
- Everyone does it themselves — first win in the first 15 minutes.
- Lesson: **AI is a conversation, not a search engine.** You can reply, correct, and ask for changes.
- Exercise: ask AI to redo the note “shorter,” then “more formal,” then “funnier.” Feel the control.

10:15 – 10:30 Break

10:30 – 11:30 The secret: good instructions

- The simple recipe (no jargon): **Role + Task + Details + Format.**
- Example: “Act as a friendly copywriter (role). Write an Instagram caption (task) for my bakery’s new cookie (details). Under 30 words with 3 emojis (format).”
- Before/after demo: vague prompt vs. clear prompt — same tool, wildly different quality.
- Exercise: rewrite one weak prompt using the recipe and compare results.

11:30 – 12:15 AI for everyday life & work

- Hands-on rotations — students pick what excites them: writing emails & posts, summarizing long documents, brainstorming ideas & names, planning trips/meals/schedules, explaining hard topics “like I’m 10.”

12:15 – 1:00 Lunch

Afternoon

1:00 – 1:45 Trust, but verify

- The honest truth: AI can confidently make things up — how to spot it.
- The rule: **use AI for drafts and thinking, not final facts you haven’t checked.**
- Exercise: catch the AI in a mistake, then correct it in conversation.

1:45 – 2:45 AI as YOUR assistant

- Students apply AI to a real task from their own life or business, start to finish.
- Coach circulates, unblocks, celebrates wins.
- Show how to keep a conversation going: give feedback, add context, refine.

2:45 – 3:00 Break

3:00 – 3:45 Building confidence & habits

- The AI-first habit: before any task, ask “Could my assistant help start this?”
- Save your best prompts — build a personal prompt library.
- Common beginner mistakes and easy fixes.

3:45 – 4:30 Independence test

- Challenge round: complete 3 tasks with no help from the coach.
- Proof to themselves: “I can do this on my own.”
- Share wins out loud — momentum and belief.

4:30 – 5:00 Where you go from here

- Recap the 4 mantras and the Role–Task–Details–Format recipe.
- What’s next: how ongoing coaching turns confidence into a real AI-powered business.
- Everyone leaves with a prompt cheat sheet, a started prompt library, and 3+ real results made today.

What every student leaves with

- Comfort opening and using AI tools **independently**
- The 4 mantras memorized and the **Role–Task–Details–Format** recipe
- A starter prompt library and real, usable outputs from their own life or work
- The confidence that makes them want to keep working with you