

AI Impact Maine — ai-training-workbook (preview)

RESOURCE 8: ai-training-workbook

OVERVIEW

- **Audience:** Organizations training entire teams
- **Primary Goal:** Self-contained, facilitated training program
- **Format:** Modular workbook with facilitator guide
- **Delivery:** Self-paced + facilitated options

LITE VERSION (10 pages)

Introduction

- What you'll learn (learning objectives)
- Module overview
- How to use this workbook
- Time commitment

Sample Module: "AI Basics for Everyone"

(Full version has 8-10 modules)

Learning Objectives: - Understand what AI is - Know the difference between AI types - Understand how AI affects your work - Know your organization's AI tools

Content Pages (4 pages): - What is AI? (simple explanation with visuals) - Types of AI you encounter daily - AI in your industry - Your organization's AI strategy

Workbook Exercises (2 pages): - Reflection: Where do you use AI? - Group discussion prompts - Knowledge check quiz - Action items

Resource Pages

- Glossary of AI terms
- Further learning resources
- FAQ
- Contact information

FULL VERSION (80-100 pages)

FACILITATOR GUIDE (10 pages)

- How to use this workbook
- Facilitation best practices
- Timing and pacing

- Discussion prompts and tips
- Answer keys for assessments
- Optional video links
- Customization guidance

MODULE STRUCTURE (8-10 modules)

Module 1: AI Fundamentals (8 pages) - What is AI? - AI types and capabilities - AI vs. other technologies - History and evolution - Current state of AI - Exercises & discussion

Module 2: How AI Works (in Plain English) (8 pages) - Machine learning basics - Training and data - Neural networks (simple) - Language models - Image generation - Exercises & interactive elements

Module 3: AI in Your Work (10 pages) - AI tools in your industry - Common applications - How AI could improve your work - Customer-facing AI - Internal AI use - Case studies - Exercises

Module 4: Safe & Responsible AI Use (10 pages) - Data privacy and security - Ethical considerations - Bias and fairness - Transparency - Accountability - Compliance requirements - Scenarios and discussion - Exercises

Module 5: Practical AI Tools Hands-On (12 pages) - ChatGPT walkthrough - Other tools overview - Try-it exercises - Common use cases - Tips and tricks - Problem-solving - Hands-on practice activities

Module 6: Prompt Engineering Basics (10 pages) - What makes good prompts - Prompting techniques - Examples and practice - Common mistakes - Prompt templates - Hands-on practice - Exercises

Module 7: Critical Thinking & AI Outputs (10 pages) - Evaluating AI outputs - Bias detection - Accuracy checking - When to trust AI - When to be skeptical - Fact-checking techniques - Case studies - Exercises

Module 8: Advanced Topics & Your Next Steps (8 pages) - Emerging AI technologies - AI strategy for your org - Career development with AI - Continuous learning - Resources for further learning - Action planning - Final reflections

Module 9: FAQ & Troubleshooting (8 pages) - Common questions answered - Technical issues - Ethical dilemmas - Policy questions - Career questions

ASSESSMENTS

- Module quizzes (5-10 questions each)
- Final comprehensive assessment (25+ questions)
- Hands-on demonstration requirements
- Group project assignment

WORKBOOK FEATURES

- Reflection spaces throughout

- Discussion prompts
- Practice exercises
- Job aids and checklists
- Blank pages for notes
- Real-world scenarios
- Video links (QR codes)
- Resource library
- Glossary
- Index

CERTIFICATE & TRACKING

- Certificate of completion
- Attendance tracking
- Assessment scoring
- Progress tracking
- Continuing education options