

AI Beginner | Facilitator Guide

AI Starter Training for Beginners

This guide supports facilitators in delivering the AI Starter Training workshop — designed to introduce employees to artificial intelligence in a practical, engaging, and responsible way.

1. Overview & Purpose

This training helps participants understand what AI is, how it's used in daily work, and how to use it safely and effectively. The goal is to build confidence, curiosity, and responsible habits with AI tools.

2. How to Use This Guide

Use this guide to stay on track during delivery. Each section aligns with a PowerPoint slide and includes key messages, questions, and activities. Adapt freely for your organization's culture, workflows, and examples.

3. Session Flow (Slide-by-Slide Summary)

Welcome & Objectives: Set the tone, introduce goals, and invite participants to share their familiarity with AI.

What is AI?: Explain AI simply using relatable terms. Encourage recognition of everyday examples.

Common Myths: Dispel misconceptions — focus on AI as a supportive tool, not a replacement for people.

Everyday Examples: Highlight familiar uses of AI like email filters or recommendation engines.

Benefits of AI: Discuss how AI boosts productivity and innovation while reducing repetitive work.

Limitations of AI: Reinforce the need for human oversight and judgment in all AI-assisted tasks.

7-Step AI Confidence Builder: Walk through each step visually; connect each one to building workplace comfort with AI.

Collaborative AI Applications: Discuss teamwork potential. Invite brainstorming on team-based AI use cases.

Smart, Safe, and Responsible Use: Review ethical guidelines and practical safety measures.

AI Safety Guidelines: Clarify principles like data privacy, fairness, and transparency.

Best Practices for AI Safety: Encourage internal accountability and prompt documentation.

Getting Started with AI Tools: Introduce tools like ChatGPT, Gemini, and Copilot. Keep focus on accessibility.

Prompting Basics: Teach effective prompting through examples and interactive demos.

Brainstorming Exercise: Facilitate group activities using AI to generate creative ideas.

Automate a Simple Task: Encourage participants to find one simple automation opportunity.

Reviewing Outputs: Stress verification of AI results to maintain trust and accuracy.

Wrap-Up & Takeaways: Summarize key messages and encourage ongoing learning.

Q&A; Discussion: Foster open conversation and sharing of real experiences.

Resources & Next Steps: Direct learners to company AI resources and trusted external materials.

4. Facilitation Tips

- Keep the tone open and non-technical — most learners are beginners.
- Use examples from your organization to make the content relevant.
- Encourage participation through small discussions or polls.
- If questions arise you can't answer, note them for follow-up — this builds trust.
- Maintain a positive tone. The goal is curiosity, not perfection.

5. Customizing the Deck

- Add your company's logo and colors to make the deck feel internal.
- Include industry-specific use cases or real examples.
- Reference internal AI tools, data policies, or compliance frameworks.
- Replace visuals with internal process diagrams where applicable.

6. Next Steps & Resources

Encourage participants to explore AI tools responsibly and continue learning. Provide links to approved internal platforms, recommended reading, or short videos that reinforce today's topics.