AI HERO ACADEMY

Student Workbook

Your Guide to Becoming an AI Hero

Name: _____

Date: _____

WELCOME TO AI HERO ACADEMY!

Congratulations on taking the first step toward becoming an AI hero! This workbook is your companion for today's journey and your reference guide for the weeks ahead. It contains: • Space for notes during each module • Hands-on exercises to practice • Prompt templates you can use immediately • Quick reference guides • Your personal 30-day action plan **How to Use This Workbook:** During the course, write freely in the note spaces. There are no wrong answers. Mark pages you want to return to. Highlight prompts you'll use. Make this YOUR resource. After the course, keep this workbook handy at your desk. When you need to use AI for a task, flip to the relevant section for prompt templates and reminders. **Ground Rules for Today:** • No stupid questions - if you're confused, ask • Participate actively - you learn by doing • Experiment fearlessly - mistakes are learning opportunities • Help your neighbor - we're all learning together • Use what you learn THIS WEEK - don't wait Let's begin your transformation from everyday person to AI hero!

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MODULE 0: MY TASKS & GOALS

Introduction Exercise: What brought you here today?

Tasks I do regularly that take too long or frustrate me:

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What I hope to get out of this course:

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My biggest concern or question about AI:

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MODULE 0.5: AI WAKE-UP CALL

Key Facts to Remember:

• **METR Data:** AI task completion abilities double every 7 months

• **Current Reality (2025):** AI can reliably complete tasks that take humans 30-60 minutes

• **Projected 2027:** AI will complete 16+ hour tasks

• **The Trend:** This has been consistent for 6 years and is ACCELERATING

• **Investment Scale:** Trillions of dollars being invested in AI infrastructure

• **Jensen Huang (NVIDIA CEO):** 'This is the largest infrastructure project in human history'

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• **What This Means for You:**

• • Workers who use AI will replace workers who don't (not robots replacing humans)

• • The window to adapt is 2-3 years, maybe less

• • Every 7 months, AI capabilities DOUBLE

• • Starting today puts you ahead of 90% of your peers

My AI Action Commitment:

I commit to using AI for real work THIS WEEK, starting with:

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Notes from Wake-Up Call:

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MODULE 2: UNDERSTANDING AI

How AI Works (Simple Version):

AI is super-powered autocomplete - it predicts what should come next based on patterns it learned from billions of pages of text.

AI's Strengths:

✓ Summarization - pulling key points from long documents

✓ Drafting - first drafts of emails, documents, outlines

✓ Brainstorming - generating ideas and alternatives

✓ Organization - structuring messy information

✓ Translation & Transformation - converting between formats

AI's Limitations (CRITICAL TO KNOW):

✗ Math and calculations (surprisingly bad)

✗ Current events (unless has internet access)

✗ Citations and sources (will INVENT fake ones)

✗ Self-awareness (doesn't know what it doesn't know)

✗ Cultural nuance and context

HALLUCINATIONS - THE BIGGEST RISK:

AI will confidently generate information that sounds real but is COMPLETELY MADE UP.

Examples of What AI Might Fake:

• Statistics that perfectly support its point

• Research studies and academic citations

• Historical facts and dates

• Quotes from real people they never said

• Names of experts who don't exist

How to Protect Yourself:

1. If it matters, VERIFY it

2. If statistics seem too perfect, they probably are fake

3. Search for specific claims before using them

4. Use multiple sources

5. NEVER trust, ALWAYS verify

EXERCISE: Hallucination Detection Practice

Your instructor will provide a document with planted hallucinations. Practice spotting them!

What I found suspicious:

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Key lessons from this exercise:

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MODULE 5: PROMPT ENGINEERING ESSENTIALS

The Five Elements of Great Prompts:

1. ROLE: Who should AI be?

Example: 'You are my executive assistant helping me...'

2. CONTEXT: Background info AI needs

Example: 'I'm preparing for a board meeting about Q4 results...'

3. TASK: What should AI do?

Example: 'Create a 5-slide presentation outline...'

4. CONSTRAINTS: Requirements/limits

Example: 'Keep it under 500 words, professional tone, bullet points'

5. EXAMPLES: Show what you want

Example: 'Like this format: [paste example]'

PRACTICE: Write Your Own Prompts

Scenario 1: Status Report Email

Write a prompt to help you create a status update email:

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Scenario 2: Customer Response

Write a prompt for responding to a difficult customer inquiry:

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Scenario 3: Meeting Agenda

Write a prompt to create an agenda for your next team meeting:

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Prompt Refinement Tips:

• First prompt doesn't need to be perfect - iterate!

• If response is too long: 'Make this more concise'

• If tone is wrong: 'Adjust the tone to be more [friendly/professional/casual]'

• If format is wrong: 'Reformat as bullet points' or 'Use paragraphs instead'

• If missing info: 'Add information about [X]'

• AI remembers context within same chat - use follow-ups!

MODULE 10: YOUR 30-DAY ACTION PLAN

CAPSTONE PROJECT

STEP 1: Identify Your Top AI Use Cases

From all the tasks you do regularly, which ones will AI help most?

List 10-15 tasks you do weekly that AI could assist with:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

STEP 2: Choose Your Top 3 Priorities

From your list above, circle the 5 where AI would save you the MOST time or reduce the MOST frustration.

Then from those 5, pick your TOP 3 to start with THIS WEEK:

MY TOP 3 AI PRIORITIES
1. _____
2. _____
3. _____

Why only 3?

• It's manageable - you won't get overwhelmed

• You can focus and get really good at them

• You'll actually follow through

• Once you master 3, you can add more

STEP 3: Create Your Prompt Templates

For each of your top 3 tasks, create a reusable prompt template:

TASK #1: _____

My Prompt Template:

_____

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Notes to myself about using this prompt:

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TASK #2: _____

My Prompt Template:

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Notes to myself about using this prompt:

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TASK #3: _____

My Prompt Template:

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Notes to myself about using this prompt:

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STEP 4: Your 30-Day Implementation Plan

WEEK 1: Daily Practice

Goal: Use AI at least once per day for one of your top 3 tasks

Action steps:

• Start every workday by identifying one task where you'll use AI

• Use your prompt template

• Note what worked and what didn't

• Refine your prompt if needed

End of Week 1 Checkpoint:

■ Did I use AI at least 5 times this week?

■ Which task did I use it for most? _____

■ Estimated time saved: _____ hours

WEEK 2: Expand and Refine

Goal: Use AI 2-3 times per day. Build confidence and habits.

Action steps:

• Use AI for different tasks from your top 3

• AI becomes part of your routine, not a special extra step

• Share one tip with a colleague

• Update your templates based on what you learned

End of Week 2 Checkpoint:

■ Which prompts are working best? _____

■ Where am I saving the most time? _____

■ What do I need to improve? _____

WEEK 3: Integration

Goal: AI becomes a natural part of your workflow

Action steps:

• AI is your default first step for your top 3 tasks

• You're no longer 'trying' AI - you're just using it

• You've saved measurable time

• You're comfortable explaining to others how you use it

End of Week 3 Checkpoint:

■ Actual time saved per week (rough estimate): _____ hours

■ What's now automatic in my workflow? _____

■ Am I ready to add more tasks? Yes / No

WEEK 4: Optimization and Expansion

Goal: Fine-tune your approach and add new use cases

Action steps:

• Review and polish your best prompts

• Add 1-2 new tasks to your AI toolkit

• Explore one advanced feature that interests you

• Teach someone else what you've learned

End of Week 4 Assessment:

■ Total time saved per week: _____ hours

■ Tasks I'm now handling with AI: _____

■ My confidence level (1-10): _____

■ What I want to learn next: _____

STEP 5: Accountability & Support

My Accountability Partner:

Name: _____

Contact: _____

We will check in: ■ Weekly ■ Biweekly

My Success Tracker:

Keep a simple log of wins - every time AI saves you significant time, write it down:

Date	Task	Time Saved	Notes

Resources for Continued Learning:

■ METR.org - AI capability measurements

■ Anthropic Claude documentation

■ OpenAI help center

■ YouTube tutorials on specific topics

■ AI communities on Reddit, LinkedIn, Discord

QUICK REFERENCE: PROMPT TEMPLATES

Professional Email Templates:

Status Update Email:

Write a brief status update email to [recipient] about [project/topic]. Current status: [describe]. Key updates: [list 2-3 points]. Next steps: [what's happening next]. Tone: Professional, factual. Length: Under 200 words.

Request for Information:

Write a professional email to [recipient role] requesting information about [specific need]. Context: [why you need this]. Include: clear statement of what I need, why I need it, deadline if applicable. Tone: Professional but friendly. Length: Under 150 words.

Difficult Message/Apology:

Write an email to [recipient] about [issue requiring apology or difficult news]. Situation: [what happened]. Acknowledge: [what went wrong]. Resolution: [how I'm fixing it]. Tone: Sincere, professional, solution-focused. Length: 100-150 words.

Document Creation Templates:

Meeting Summary:

Summarize these meeting notes into a professional summary with sections: Key Decisions Made, Action Items (with owner and deadline), Important Discussion Points, Next Steps. Format: Bullet points. Tone: Concise, actionable. Here are the notes: [paste your notes]

Project Status Report:

Create a project status report for [project name]. Current status: [phase/progress]. Timeline: [dates]. Budget: [if relevant]. Include: Executive Summary, Current Status, Completed Work, Current Work, Upcoming Work, Challenges/Risks, Overall Assessment. Format: Professional report structure. Length: [specify]. Raw info: [paste data]

Procedure Documentation:

Create a step-by-step procedure document for [process/task]. Context: [who will use this and why]. Current process: [describe steps]. Format: Numbered steps with sub-steps where needed. Include notes about common mistakes. Tone: Clear, instructional, beginner-friendly.

Analysis & Research Templates:

Comparison Analysis:

Compare [Option A] and [Option B] for [purpose]. Criteria: [list 3-5 factors]. Format: Side-by-side comparison or structured analysis. Include pros and cons of each. Conclude with recommendation based on [specific priorities].

Research Summary:

I'm researching [topic]. Provide: 1) Brief overview (100 words), 2) Key considerations, 3) Current best practices, 4) Common mistakes to avoid, 5) What I should research further. Focus on practical application for [your context].

Problem Analysis:

Help me analyze this problem: [describe situation]. Context: [background]. Constraints: [budget, time, resources]. Goal: [desired outcome]. Provide: 1) Root cause analysis, 2) 3-5 potential solutions with pros/cons, 3) Recommended first steps, 4) Additional info I should gather.

YOUR AI HERO COMMITMENT

I commit to using AI as a tool for enhancement, not replacement. I will verify important information before using it. I will practice what I learned THIS WEEK, not someday. I will maintain my own skills and judgment while leveraging AI to amplify my capabilities. I will use AI ethically and responsibly in my work. I am an AI Hero.

Signature: _____

Date: _____