

AI HERO ACADEMY

Complete Course Outline

Making Everyday People Heroes Through AI

Duration: 9-10 hours (full-day intensive)

Level: Beginner-friendly

Format: Hands-on, interactive training

Prerequisites: None required

Course Overview:

AI Hero Academy is an intensive, hands-on training designed to transform everyday professionals into confident AI users. Through 60% practice and 40% instruction, participants learn to leverage AI tools like ChatGPT, Claude, and others to dramatically increase productivity, enhance creativity, and stay ahead in the rapidly evolving workplace.

Complete Module Breakdown:

MODULE 0: Welcome & Community Task Sharing (20 min)

Interactive opening where participants identify their biggest time-consuming tasks and frustrations. These real-world challenges become the foundation for personalized learning throughout the day.

MODULE 0.5: AI: A Wake-Up Call (45 min)

Eye-opening presentation of METR research data showing AI capabilities doubling every 7 months. Learn why this is the largest infrastructure transformation in human history and why starting NOW is critical.

MODULE 1: The AI Revolution - Your Superhero Origin Story (30 min)

Compare 1966's ELIZA chatbot to modern AI through hands-on experience. Understand the exponential acceleration and your role in this transformation.

MODULE 2: Understanding Your New Superpower (40 min)

Learn how AI actually works (as super-powered autocomplete), its strengths and limitations. **CRITICAL:** Practice detecting hallucinations—AI's tendency to generate plausible-sounding but fake information.

MODULE 3: The Responsibility Code - Using Powers Wisely (45 min)

Master ethical AI use: avoiding plagiarism, maintaining professional integrity, protecting privacy, and implementing trust-but-verify workflows.

MODULE 4: Choosing Your AI Toolkit (40 min)

Compare ChatGPT, Claude, Gemini, Copilot, and Perplexity. Understand context windows, pricing, and which tools fit your specific needs. Hands-on: Set up accounts and explore interfaces.

MODULE 5: Prompt Engineering Essentials (60 min)

Master the 5-element framework (Role, Context, Task, Constraints, Examples) for writing prompts that get perfect results first time. Practice with three real-world scenarios.

MODULE 6: Productivity Superpowers in Action (70 min)

Apply AI to actual work: email mastery, meeting summaries, report writing, research, and problem-solving. Direct application to tasks from Module 0.

MODULE 7: Creative Generation Without Losing Your Voice (35 min)

Use AI for content creation while maintaining authenticity. Learn the difference between AI-generated generic content and AI-assisted personal content.

MODULE 8: Advanced Capabilities Preview (30 min)

Explore custom instructions, data analysis basics, code assistance for non-coders, and multimodal AI (images, documents, voice).

MODULE 9: Staying Safe and Maintaining Control (35 min)

Recognize over-reliance warning signs, protect data privacy, maintain critical thinking, and build cognitive resilience.

MODULE 10: Your Personal Action Plan - CAPSTONE (60 min)

Develop your comprehensive 30-day implementation plan: identify top use cases, create custom prompt templates, establish accountability, and build week-by-week action steps.

What You'll Learn:

- ✓ How to choose and use multiple AI tools (ChatGPT, Claude, Gemini, Copilot)
- ✓ Prompt engineering techniques that get perfect results first time
- ✓ How to spot and correct AI hallucinations (fake information)
- ✓ Ethical and responsible AI use in professional settings
- ✓ Email, meeting, and document creation workflows
- ✓ Research and analysis techniques using AI
- ✓ Creative content generation while maintaining your authentic voice
- ✓ Data privacy and security best practices
- ✓ How to avoid over-dependence and maintain critical thinking
- ✓ Building your personal 30-day AI integration plan

What You'll Leave With:

- Complete student workbook with exercises and notes
- 50+ prompt templates ready to use immediately
- Personal 30-day action plan with weekly checkpoints
- Accountability partner for continued learning
- Quick reference guides for common tasks
- Access to continued learning resources
- Confidence to use AI in your work starting THIS WEEK

Who Should Attend:

This course is designed for everyday professionals who want to stay competitive and dramatically increase their productivity. Perfect for: • Office workers and administrative staff • Managers and executives • Small business owners and entrepreneurs • Marketing and communications professionals • Project managers and coordinators • Anyone who writes emails, creates documents, or analyzes information • Professionals who want to work smarter, not harder No technical experience required. If you can use email and a web browser, you can master AI.

What to Bring:

- Laptop, tablet, or smartphone (laptop strongly preferred)
- Internet connection (provided at venue)
- Email account for creating AI tool accounts
- Web browser (Chrome, Firefox, Safari, or Edge)

- Open mind and willingness to experiment

Expected Outcomes:

After completing this course, participants typically report: • **5-8 hours saved per week** through AI-assisted workflows • **3X faster** document and email creation • **Higher quality work** with AI-powered research and analysis • **Increased confidence** in using emerging technologies • **Competitive advantage** over peers not using AI • **Reduced stress** from time-consuming repetitive tasks Most importantly: You'll have the skills, templates, and action plan to start seeing benefits IMMEDIATELY—not in weeks or months, but starting the very next workday.