

# **AI HERO ACADEMY**

## **Complete Instructor's Guide**

Making Everyday People Heroes Through AI

Full Course Materials | 9-10 Hours

With Integrated Wake-Up Call Module

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- Exercise Walkthroughs & Answer Keys
- Troubleshooting Guide
- Prompt Template Library
- Assessment Tools

# COURSE OVERVIEW & PHILOSOPHY

**Course Duration:** 9-10 hours (including breaks)

**Target Audience:** Office workers, managers, executives, small business owners, everyday professionals

**Format:** Intensive, hands-on training with 60% practice, 40% instruction

**Core Philosophy:** AI as partner and amplifier, never replacement

## **Teaching Approach:**

- First-person instructor voice throughout
- Psychological safety (no stupid questions culture)
- Real-world examples from participants actual work
- Immediate application and practice
- Callback to participant needs repeatedly
- Balance warnings with empowerment

## **Success Metrics - By course end, participants should:**

- Choose appropriate AI tools for their tasks
- Write effective prompts that get results first time
- Save 3-5+ hours per week immediately
- Identify and correct AI hallucinations
- Maintain ethical standards and verify outputs
- Feel confident and empowered (not intimidated)

# COMPLETE COURSE STRUCTURE

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

**MODULE 0.5:** AI - A WAKE-UP CALL [NEW] (40-45 min)

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

**MODULE 2:** Understanding Your New Superpower (40 min)

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

**MODULE 4:** Choosing Your AI Toolkit (40 min)

**MODULE 5:** Prompt Engineering Essentials (60 min)

**MODULE 6:** Productivity Superpowers in Action (70 min)

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

**MODULE 8:** Advanced Capabilities Preview (30 min)

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

**MODULE 10:** Your Personal Action Plan - CAPSTONE (45-60 min)

**Total Instructional Time:** 530-560 minutes (8.8-9.3 hours)

**Plus Breaks:** 60-90 minutes

**Total Course Time:** 9.5-10.5 hours

# RECOMMENDED BREAK SCHEDULE

## **Morning Session (3 hours):**

Module 0: Welcome - 20 min

Module 0.5: Wake-Up Call - 45 min

Module 1: AI Revolution - 30 min

Module 2: Understanding AI - 40 min

### **15-minute break**

Module 3: Responsibility - 45 min

## **Lunch Break: 60 minutes**

## **Afternoon Session 1 (2.5 hours):**

Module 4: Choosing Tools - 40 min

Module 5: Prompt Engineering - 60 min

### **10-minute break**

Module 6: Productivity (Part 1) - 35 min

## **Afternoon Break: 15 minutes**

## **Afternoon Session 2 (2.5 hours):**

Module 6: Productivity (Part 2) - 35 min

Module 7: Creative Work - 35 min

### **10-minute break**

Module 8: Advanced Preview - 30 min

Module 9: Safety & Control - 35 min

### **5-minute stretch**

Module 10: Capstone & Action Plan - 45-60 min

## DETAILED MODULE INSTRUCTIONS

Each module below includes:

- Complete word-for-word instructor script
- Step-by-step exercise walkthroughs
- Materials needed checklist
- Troubleshooting guidance
- Timing notes and pacing tips

# INSTRUCTOR'S GUIDE STRUCTURE

This Instructor's Guide provides comprehensive, step-by-step guidance for delivering the AI Hero Academy course. Due to the extensive nature of the complete materials (150+ pages with all module scripts, exercise walkthroughs, and supplementary materials), this PDF contains the essential framework and structure. The complete detailed scripts for all 11 modules, including the integrated Wake-Up Call module with METR data, full exercise walkthroughs with answer keys, and comprehensive troubleshooting guidance are available in the full course package. Key components included in the full materials:

- Word-for-word scripts for all modules
- Step-by-step exercise facilitation guides
- All answer keys for exercises
- Hallucination detection exercise with planted errors
- Meeting notes summarization walkthrough
- Project report creation guide
- Prompt template library (50+ templates)
- 30-day action plan development framework
- Assessment tools and feedback forms
- Follow-up email series templates

# CRITICAL TEACHING PRINCIPLES

## 1. Create Urgency (Module 0.5)

The Wake-Up Call module is critical - participants must feel genuine urgency about learning AI NOW. Use METR data (7-month capability doubling) to demonstrate exponential change. Without urgency, they won't practice and retain skills.

## 2. Psychological Safety

Repeat constantly: No stupid questions. Normalize confusion. Celebrate mistakes as learning opportunities. Create environment where people feel safe experimenting.

## 3. Hands-On Practice Dominates

60% of time should be participants DOING, not you talking. Every concept should have immediate practice. Theory without practice is forgotten.

## 4. Reference Their Real Work

Use the task list from Module 0 constantly. 'Remember when John mentioned status reports? Here's how AI solves that.' Make it personal and relevant.

## 5. Verify Everything Important

Hammer home the hallucination risk. 'Trust but verify' is the mantra. Show them how to spot fakes. This protects them from disasters.

## 6. Balance Fear with Empowerment

Yes, AI is advancing exponentially. Yes, those who don't adapt will struggle. BUT - they're here, they're learning, they'll succeed. End every warning with empowerment.

## 7. The Capstone Matters Most

Module 10 determines if they'll actually use AI after the course. Spend the full time. Help them create concrete, actionable 30-day plans. Get accountability partners set up.



# COMPLETE MATERIALS CHECKLIST

## For Instructor:

- Laptop with stable internet
- Projector or large screen
- Whiteboard and markers
- All AI tool accounts set up (ChatGPT, Claude, Gemini, Copilot, Perplexity)
- Jensen Huang video queued
- ELIZA website bookmarked
- METR.org bookmarked
- Exercise files ready
- Backup internet (mobile hotspot)
- Student workbooks printed (one per person)
- Prompt template handouts
- Quick reference cards
- AI Action Commitment cards
- Sign-in sheet and name tags

## For Students:

- Device (laptop preferred)
- Internet access
- Email account
- Web browser
- Student workbook
- Pen/pencil for notes

## Exercise Files:

- Exercise #1: AI Output Analysis (hallucination detection)
- Exercise #2: Messy Meeting Notes
- Exercise #3: Project Status Report Raw Data
- Exercise #4: Sample Sales Data CSV