

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
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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