AI For Everyday Workflows

Facilitator Guide

Training Title: AI for Everyday Workflows
Duration: 45 minutes
Audience: Staff and/or students
Delivery Mode: In-person or virtual
Tools Needed:

- Laptop with internet
- ChatGPT (https://chat.openai.com)
- Power Automate (https://powerautomate.microsoft.com)
- Mentimeter (https://mentimeter.com)
- PowerPoint slides
- QR codes or links to Mentimeter polls

Session Objectives

By the end of the session, participants will:

- Understand how AI tools like ChatGPT can assist with everyday tasks
- See how Power Automate can automate repetitive workflows
- Gain confidence experimenting with these tools in their work context
- Reflect on the limitations and responsible use of AI

Session Breakdown

Time	Segment	What to Do	Key Prompts
0:00 – 0:03	**Welcome & Objectives**	Briefly introduce yourself, share the agenda and learning goals	"Today's session is all about making your work easier with AI and automation."
0:03 – 0:07	**Pre-Training Polls (Mentimeter)**	Share the Mentimeter link/QR code. Ask participants to rate confidence (1–5) and share concerns (word cloud)	"What worries or questions do you have about using AI at work?"
0:07 – 0:11	**Why AI + Automation Matter**	Present key slides about common use cases (summarizing, replying, tracking)	"Where do you spend the most time on repetitive tasks?"
0:11 – 0:16	**ChatGPT Demo**	Walk through a simple use case (e.g., summarizing feedback). Explain prompt structure.	"Let's see how ChatGPT can help turn raw input into something usable."

0:16 – 0:26	**Group Prompt Activity**	Break participants into pairs/trios. Task: create a prompt for something relevant to their work. Share 1–2.	"What would you ask ChatGPT to help you with tomorrow?"
0:26 – 0:30	**Responsible Use of AI**	Present slide on limitations: hallucination, bias, data privacy	"What do you think is a safe and smart way to use ChatGPT at work?"
0:30 – 0:36	**Power Automate Mini-Demo**	Show one or two sample flows	"What tasks do you wish you could automate?"
0:36 – 0:40	**Post-Training Poll + Reflection (Mentimeter)**	Repeat confidence poll, then ask "What's one thing you'll try after this session?"	"How has your view of AI tools changed?"
0:40 – 0:45	**Wrap-Up + Q&A**	Thank participants, offer resources (links to ChatGPT, Power Automate), invite final questions	"You don't need to be an expert — just a little curious and willing to try."

Tips for Facilitators

- **Keep it conversational:** Encourage participation, especially during the prompt activity and reflection.

- **Adapt in real-time:** If the group is highly engaged in one section, allow more time — especially for hands-on.

- **Have backup prompts:** For groups who aren't sure what to write, offer example prompts like:

  - "Summarize this meeting note in bullet points"

  - "Draft a polite email response to this request"

- **Tech issues?** Have screenshots of ChatGPT and Power Automate outputs as backup in case of connectivity issues.

- **Be transparent:** Mention that these tools are not perfect and require human judgment.

Materials Checklist

- Slide deck loaded

- Mentimeter poll(s) set up

- ChatGPT tab open and logged in

- Power Automate tab open with example flows ready

- Printed or digital QR codes (optional)

- Timer or phone for tracking session pacing

- Handout or follow-up link with learning resources (optional)