

AI Academy Level 1: The New Reality (Detailed Curriculum)

Duration: 4 Weeks (Self-paced or Cohort)

Goal: Transition from AI Fear to AI Competency.

Week 1: The AI Mindset & Foundations

- **Lesson 1.1: The intern model.** Why you should stop treating AI like a search engine and start treating it like a talented, tireless intern.
- **Lesson 1.2: The LLM Landscape.** Choosing your weapon: When to use Claude (Reasoning), GPT-4 (Utility), or Gemini (Long Context).
- **Lesson 1.3: Data Privacy 101.** How to use these tools without leaking your company's secrets.
- **Action Item:** Set up your AI Toolbelt (Accounts, Apps, Shortcuts).

Week 2: The Art of Speaking Machine (Prompting)

- **Lesson 2.1: The RTC Framework.** Mastering Role, Task, and Context.
- **Lesson 2.2: Chain of Thought.** How to make the AI "think" before it speaks to reduce hallucinations.
- **Lesson 2.3: The Critique Loop.** Using one AI to find the flaws in another's work.
- **Action Item:** Take one 30-minute manual task and "automate" the first draft with a 10/10 prompt.

Week 3: Multi-Modal Mastery (Beyond Text)

- **Lesson 3.1: Perplexity as your Brain.** Moving from Google Search to AI-powered research.
- **Lesson 3.2: Visual Communication.** Using Midjourney and DALL-E for presentations and branding.
- **Lesson 3.3: Voice & Audio.** Using Voice Mode for brainstorming and Otter/Descript for meeting intelligence.
- **Action Item:** Create a visual and text-based project overview entirely using AI tools.

Week 4: Your Personal Production Line

- **Lesson 4.1: Custom GPTs.** Building your own specialized "mini-employees" for specific tasks.

- **Lesson 4.2: The Automation Intro.** How AI connects to Zapier and n8n (High-level concepts).
- **Lesson 4.3: The 16x Roadmap.** Mapping your personal productivity gains for 2026.
- **Action Item:** Build one Custom GPT that saves you 2+ hours per week.

Graduation Deliverable

Participants must submit their "**Personal AI Audit**"—a document identifying 3 workflows they have optimized and the calculated time saved per month.