# AI for Everyone Workshop – Outline

**Length:** 2 hours  
**Audience:** General public (non-technical)  
**Format:** Interactive + demos + Q&A

## Goals

* Demystify AI: what it is and isn’t
* Show everyday uses and limitations
* Teach safe, responsible practices
* Practice effective prompting
* Leave with practical tips & free tools

## Agenda

### 1. Welcome & Icebreaker (10 min)

* Intro + goals
* Poll: prior AI use + one word for “AI”

### 2. What is AI? Everyday Examples (20 min)

* Simple definition (patterns + predictions)
* Common examples (maps, Siri, Netflix, spam filters)
* **Activity:** Groups list 3 everyday uses of AI

### 3. What’s Possible (and Not) (25 min)

* Demo: AI writing a recipe/poem/summary
* Demo limitation: incorrect or silly output
* **Activity:** Vote “Would you trust AI to…?”

### 4. Break (5 min)

### 5. Safe & Responsible Use (30 min)

* Risks: privacy, scams, deepfakes, bias
* **Activity:** Spot the Fake (real vs. AI text/image)
* Tie-in: consumer protection / AG training

### 6. Prompting 101 (20 min)

* Show poor vs. improved prompts
* **Activity:** Prompt Challenge (audience writes prompts, test live)

### 7. Wrap-Up & Resources (10 min)

* Recap key takeaways
* Top 5 AI tips + free tools handout
* Final Q&A + reflection

## Key Activities

* Icebreaker poll
* AI Around Us brainstorm
* Group vote (trust exercise)
* Spot the Fake game
* Prompt Challenge

## Resources for Participants

* **Handouts:** Top 5 AI Tips, Prompting Cheat Sheet, Free Tools List
* **Tools to Try:** ChatGPT (free), Microsoft Copilot, Google Gemini, Canva, Perplexity.ai

## Closing Thought

“AI is a tool — use it wisely, and it can be powerful.”