

# AI for Everyone

## Practical Tools for Life and Work

Anyone can learn to use modern AI tools effectively — without a technical background. This course builds real capability: how to prompt, which tools to use, when to trust AI, and how to stay safe.

4

Modules covering AI basics, practical tools, agents, and responsible use

No Tech

Background required — designed for everyday users, not developers

Real

Tasks — writing, research, summarising, organising, and daily productivity

Day 1

Applicable skills — tools and habits you can put to work immediately

Generative AI Basics

Practical AI Tools

AI Agents

Human Judgment & Responsible Use

### WHO THIS COURSE IS FOR



Knowledge Workers & Professionals



Students & Lifelong Learners



Small Business Owners



Anyone New to AI Tools

MODULE 01

Understanding Generative AI & Prompting

MODULE 02

Practical AI Tools for Everyday Use

MODULE 03

Understanding AI Agents

MODULE 04

Judgment, Privacy & Responsible Use

# Four Modules. Practical Skills from Day One.

No technical background needed

## 01 Understanding Generative AI & Prompting



### What Generative AI Actually Is

AI as a flexible assistant that creates, transforms, organises, and interprets information.



### What Makes a Good Prompt

Five elements of a strong prompt — task, context, audience, constraints, format.



### Where AI Is Strong — and Where It Fails

Hallucination, overconfidence, and the practical rule for matching AI to risk level.

## 02 Practical AI Tools for Everyday Use



### Choosing the Right AI Tool

Five tool categories — general assistants, research, documents, embedded platforms, specialists.



### ChatGPT, Claude & Gemini in Practice

Practical strengths of each tool and when to use which for everyday and work tasks.



### Perplexity & NotebookLM for Research

Web-connected discovery vs source-grounded synthesis — choosing based on your research stage.

## 03 Understanding AI Agents



### Chatbots vs Agentic AI

Chatbots respond. Agents plan, use tools, take actions, and complete multi-step work.



### Multi-Step Task Agents

Manus and Genspark — researching, visiting sites, extracting, and organising into outputs.



### AI-Assisted App Building

Replit, Lovable, Bolt — turning plain-language ideas into working prototypes without coding.

## 04 Judgment, Privacy & Responsible AI Use



### Recognising Bias & Hallucination

Practical habits for catching AI failures before they cause problems in real situations.



### Privacy & Safe Sharing Habits

What to share, what to protect, and the self-check questions every user should apply.



### Healthy AI Habits

When AI is enough and when human expertise is required — a practical decision boundary.

### THREE IDEAS THAT CHANGE HOW YOU USE AI

#### Confidence ≠ Correctness

AI can sound authoritative while being wrong. Fluency in tone is not evidence of reliability in content — always check what matters.

#### Start with the Task, Not the Tool

Choose AI tools based on what the task requires: drafting, research, document analysis, or embedded workflow — not brand or habit.

#### AI Helps. Humans Decide.

AI accelerates information work. In high-stakes situations — legal, medical, HR, financial — human expertise and accountability remain essential.

### WHAT YOU LEAVE WITH



Clear understanding of what generative AI is — and what it is not



Practical ability to choose the right AI tool for any everyday task



Prompting skills to get genuinely useful AI output every time



Awareness of AI agents and when they help vs when they add risk



Safe-sharing habits and a practical privacy checklist for AI use



Judgment habits for reviewing, verifying, and trusting AI output