

Course Outline

AI Technology for everyday use

"Digital confidence for the time-constrained"

What This Course Is About

This course helps you feel calm, confident, and capable using modern AI tools in everyday life.

The course has been delivered several times, with an average recommendation score of 9.6 out of 10 across cohorts. The material is refreshed for each run to reflect the latest developments in AI.

Over a 12-week journey, you'll learn how to use AI to reduce friction in daily tasks, make better decisions, and reclaim time, without hype, jargon, or technical complexity.

Each session introduces **one clear skill**, practised in simple steps, with time to apply it between sessions. The focus is confidence first, capability second.

No technical background is required, just curiosity and a willingness to experiment safely.

Who This Course is For & How it Works

This course is designed for people who are comfortable with everyday digital tools, curious about AI, and want practical help without pressure or technical depth.

You'll work with:

- One core skill per session
- Real examples from work and home life
- Reusable prompts, checklists, and helpers
- Verification and judgement built in from the start

You won't be asked to:

- Code or script
- Build automation systems
- Share sensitive personal or work data
- Hand over judgement to AI

AI is treated as a **helpful assistant**, not an authority.

Your 12-Week Learning Journey

(10 core sessions plus pre-session and wrap-up)

Pre-Session: What you should expect

“What this course will cover, what you need and logistics”

- Understand what the course will (and won't) cover, and how it works
- Get set up with logistics, tools, and expectations
- Ask questions and start the course feeling confident and prepared

Session 1: Digital Confidence Foundation

“Setting up your digital safety net”

- Understand why security and privacy matter more in an AI-enabled world
- Learn to recognise common online risks such as phishing and suspicious websites
- Set up a simple, practical security toolkit you can rely on day to day

Session 2: AI Foundations

“Demystifying artificial intelligence”

- Understand what AI is, how it has evolved, and why it now appears everywhere
- Learn what today's AI tools are good at, and where their limits are
- Develop a realistic, grounded view of AI's role in everyday life

Session 3: AI Communication

“Speaking the language of technology”

- Learn how to ask clearer, more effective questions of AI tools
- Compare popular AI assistants and understand their strengths and differences
- Practice turning vague ideas into clear, structured instructions

Session 4: AI-Powered Learning

“Learn faster with AI support”

- Use AI to personalise learning based on your goals and interests
- Apply proven learning techniques such as spaced repetition and Socratic questioning
- Turn information into practical understanding through guided, hands-on practice

Session 5: AI Planning Assistant

“Bringing structure to everyday life”

- Use AI to turn ideas and goals into clear, workable plans
- Apply one planning approach across areas such as travel, learning, and daily routines
- Review and refine AI-generated plans so they remain realistic and useful

Session 6: AI Custom Helpers

“Train your own digital intern”

- Identify repetitive tasks that can be safely delegated to AI
- Learn how to design helpers with clear roles, tone, and boundaries
- Build and test a simple, reusable AI helper for real-world use

Session 7: AI for Research & Creativity

“From questions to decisions”

- Use a simple, repeatable workflow to research topics with AI
- Validate and cross-check information for accuracy and trustworthiness
- Turn research and ideas into practical outputs such as summaries or checklists

Session 8: AI for Health & Wellbeing

“Using AI safely in sensitive areas”

- Use AI to help interpret health information in clear, plain language
- Apply strong privacy, safety, and verification guardrails
- Prepare better, more informed questions for healthcare professionals

Session 9: Automation & Voice Assistants

“Working hands-free, safely”

- Understand how everyday automation and voice assistants actually work
- Recognise which tasks are safe to automate, and which should never be unattended
- Design simple routines that remain visible, reviewable, and easy to stop

Session 10: Ethics, Privacy, Concerns & Future Outlook

“Your role in an AI-enabled world”

- Understand how AI reshapes systems such as work, healthcare, and governance
- Apply a simple ethics lens to everyday AI decisions
- Define your own principles for responsible and confident AI use

Post-Session: Course Wrap-Up & Looking Ahead

“Taking your AI habits forward”

- Reflect on how your confidence and AI habits have changed over the course
- Consolidate the key skills, boundaries, and practices you want to keep
- Identify calm, practical next steps for continuing your AI journey

Technology Toolkit

All tools used have free tiers. Paid subscriptions are optional.

- AI assistants such as Claude, ChatGPT, and Gemini
- Simple automation and integration tools
- Creative, productivity, and security helpers, including credentials management
- Access to curated resources and community support for continued learning and growth

Learning Outcomes

By the end of the course, you will have:

- **Confidence using AI safely in everyday life**, with stronger security, privacy, and verification habits
- **Practical workflows for learning, planning, research, and routine tasks**, tailored to your needs
- **Clear ethical boundaries and human judgement**, knowing what to delegate to AI and what to keep firmly human

The Promise to You

Each week you'll leave with skills you can use immediately and a clearer sense of confidence.

Technology should work for you, not the other way around. This course is designed to be calm, practical, and people-centred, building genuine capability without pressure or hype.