



# INSTRUCTIONAL GUIDE – MODULE 4, UNIT 4.1

**Unit Title:** Getting Started with AI Tools

**Delivery Mode:** Blended

**Duration:** 90 minutes

**Instructor Profile:** Educator familiar with ChatGPT and Canva AI, able to demonstrate tools live or via screen recordings

## STRUCTURE AND DELIVERY

### 1. Welcome & Tool Inventory (10 minutes)

- Ask: Have you used any AI tools before? Write a few on the board
- Explain that today's session is fully hands-on: learners will use at least two AI tools directly

### 2. Tool Introductions (15 minutes)

- Present brief overview of each tool (ChatGPT, Canva AI, Google tools)
- Show demo: write a product description in ChatGPT, create a poster in Canva, rewrite an email with Gmail AI

### 3. Guided Tool Use (20 minutes)

- Each participant selects 1 tool
- Task: complete a business-related mini-assignment (e.g., design a flyer, write a LinkedIn post, summarize an email)

### 4. Sharing & Peer Support (15 minutes)

- Invite 2–3 volunteers to share screens (or results)
- Group feedback: What was easy? What was challenging?

### 5. Quiz & Discussion (15 minutes)

- Complete quiz and review answers together
- Ask: Do you feel more confident using digital tools after today?

### 6. Wrap-Up & Resource Sharing (15 minutes)

- Distribute list of tools with links and use-case examples
- Suggest optional task: Try another tool from the list and write 1 sentence using it

## FACILITATION TIPS



The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only for the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Key Action 2 – Small-scale Partnerships in Adult Education

Project Number: KA210-ADU-07CDA43E

- Be patient—participants may need time to log in or navigate
- Have printed handouts for those who struggle with switching screens
- Emphasize the *exploratory* nature of the session: the goal is to try, not to master
- 

## SUPPORTING RESOURCES – MODULE 4, UNIT 4.1

### A. Quick Guide Handouts

- ChatGPT: how to register, how to ask a question, tips for better prompts
- Canva AI: how to start a design, generate content, export a file
- Gmail AI: how to activate smart reply and suggestions

### B. Demo Slides

- What each tool does
- Step-by-step screenshots with brief captions
- Use cases from SMEs

### C. Assignment Sheets

- Task 1: Use ChatGPT to write a service description
- Task 2: Use Canva AI to create a promotional post
- Task 3: Use Gmail Smart Compose to reply to a customer email

### D. Tool Access Sheet

- Direct links to platforms and setup instructions
  - ChatGPT: <https://chat.openai.com>
  - Canva AI: <https://www.canva.com/ai/>
  - Gmail Smart Compose: <https://support.google.com/mail/answer/9116836>
  - Google Docs: <https://workspace.google.com/intl/en/products/docs/>

### E. Quiz Template

- Editable digital or printable format with scoring rubric

### F. Self-Reflection Sheet

- Questions:
  - Which tool did you try today?
  - What task did you complete with it?
  - Will you use this again? Why or why not?