

AI Basics: What It Is, How It Works, and How to Start Using It

Created by seniors, for seniors—an informal, encouraging, and hands-on introduction to artificial intelligence.

Shared Session Format (Each Session – 80 minutes)

1. Warm Welcome & Framing the Topic
 2. Facilitator-Led Presentation (Minimal Slides)
 3. YouTube Video (3–6 minutes)
 4. Facilitator-Led Demo using ChatGPT or Claude
 5. Group Discussion (Open or via Chat Window)
 6. Wrap-Up Question (Chat or Voice)
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Session 1: “What Is AI? Let’s Demystify the Buzzwords”

Learning Objectives:

- Understand what AI is—and what it isn’t—in simple terms
- Recognize how AI already shows up in daily life
- Learn about common AI tools like ChatGPT and Claude
- Practice engaging via the Zoom chat window

Activities:

- Watch a short YouTube clip explaining AI in daily life
 - Demonstrate asking a simple AI question (e.g., recipes, writing a note)
 - Reflect: “Where have I already used AI without realizing it?”
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Session 2: “How AI Learns—Without Becoming Human”

Learning Objectives:

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- Learn how AI tools “learn” patterns from large amounts of data
- Understand terms like “machine learning” and “language model” at a high level
- See how AI makes mistakes or sounds confident even when wrong
- Discuss limitations and why AI doesn’t “think” like we do

Activities:

- YouTube video on how AI is trained (friendly, visual metaphor preferred)
 - Live demo: Ask ChatGPT a factual question and point out limitations
 - Compare two AI answers: “Which sounds more human? Which is more helpful?”
 - Discuss: “Would you trust this response? Why or why not?”
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Session 3: “AI in Everyday Life—Your New Digital Assistant”

Learning Objectives:

- Identify ways AI can assist with everyday tasks (writing, summarizing, organizing)
- Practice crafting useful prompts for daily life
- Learn how to evaluate and improve AI’s responses
- Feel confident trying AI at home for fun or productivity

Activities:

- YouTube clip on how seniors use AI or productivity with AI
 - Live demo:
 - “Help me write a short email”
 - “Summarize a long article”
 - “Create a packing list for a weekend trip”
 - Prompt: “What would you want AI to help *you* with today?”
 - Wrap-up chat: “What surprised you the most today?”
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Session 4: “Let’s Try It Ourselves—Exploring What AI Can Do for You”

Updated Learning Objectives:

- Gain confidence using AI tools like ChatGPT or Claude for real-life tasks
- See step-by-step examples for common, helpful uses

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- Experiment with prompts in small breakout groups based on personal interests
- Reflect on what each person wants to keep learning or trying with AI

Activities:

- Welcome: “Today is about exploring what you want to do with AI.”
- Live demo examples: meal ideas, trip planning, greeting cards, cleaning checklists
- Prompt: “Which of these would you try at home?”
- Breakout rooms: Food, Writing Help, Daily Life, Creative Fun
- Group reflection: “What do you want to keep exploring?”
- Wrap-up: “You don’t have to know everything—just start asking questions.”
- Optional: Share recap PDF + invite to stay in touch