

AI Trainer Toolkit Guide

Empowering trainers with AI skills to build tomorrow's workforce

Note: See Page 2 for Language Availability

Why AI for trainers?

Artificial Intelligence (AI) is transforming society and how people learn, work, and connect. AI offers tremendous potential to empower workers around the world – but only if everyone, everywhere has the skills to use it.

Teachers, trainers, and facilitators are critical in providing skilling resources and training to local communities. To ensure learners have the skills they need to thrive in an AI-enabled economy, we must first provide trainers with the skills and resources they need to harness the power of AI.

What's included in the toolkit

Please use a reliable internet connection when downloading course content as the files are large.

Learning objectives: Goals are expected to be achieved by the end of each course.

Text content: Main learning content of the courses.

Videos: Short informational videos that supplement the text content.

Activities: For both learners and trainers to complete to reinforce their understanding of each course.

Caption files: Caption files for the videos are available in TXT, SRT, and VTT form.

Additional accessibility options: Audio descriptions are also included. Note: The descriptive audio file is longer than the video file.

Disclaimer: Bing Chat has been rebranded to Microsoft Copilot, but the functionality and access remain the same.

Course 1: Introduction to Artificial Intelligence

115 Minutes | 4 Modules

This course provides foundational knowledge about the principles of artificial intelligence (AI) and how it is used in educational settings. It includes a comprehensive exploration into AI principles, an introductory module on leveraging the potential of AI for trainers, a practical exploration of AI applications, and activities for incorporating AI into teaching and learning.

Download this course in English here:

<https://aka.ms/IntrotoAI>

Course 2: Introduction to Generative AI

150 Minutes | 4 Modules

This course introduces you to the world of generative AI, covering its fundamentals and various applications. During this course, you will gain knowledge over large language models (LLMs), learn how to use Bing Chat (a generative AI tool), and develop the skills necessary to utilize generative AI in various fields. You will explore prompt engineering, navigate the limitations of content created by generative AI models, and learn to utilize generative AI models critically and responsibly.

Download this course in English here:

<https://aka.ms/IntrotoGenerativeAI>

Course 3: An AI Toolbox for Trainers

165 Minutes | 4 Modules

This course is designed to equip you with a deep understanding of AI's potential for transforming education. Throughout the course, you will explore how generative AI can elevate the learning experience, build engaging content, and foster more inclusive learning environments. You will also explore the advantages of integrating AI-powered productivity tools into your daily educational practices. By the end of this course, you'll be equipped to design and implement learner-centered ecosystems that leverage AI tools to enhance the learning process.

Download this course in English here:

<https://aka.ms/AIToolboxforTrainers>

Course 4: Responsible Use of AI in Education

175 Minutes | 8 Modules

This course will equip you with the necessary knowledge to use artificial intelligence (AI) responsibly. You will delve into six principles of responsible AI: fairness, reliability & safety, privacy & security, inclusiveness, transparency, and accountability. As AI technologies rapidly advance, understanding their societal impacts and responsible use is imperative.

Download this course in English here:

<https://aka.ms/ResponsibleAIinEducation>

Language Availability

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Activities: For both learners and trainers to complete to reinforce their understanding of each course.

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Additional accessibility options: Enhanced Transcripts are available. Note: Audio description files are only available for the English content.

Language	Course 1: Introduction to Artificial Intelligence	Course 2: Introduction to Generative AI	Course 3: An AI Toolbox for Trainers	Course 4: Responsible Use of AI in Education
English	Course 1	Course 2	Course 3	Course 4
Arabic	Course 1	Course 2	Course 3	Course 4
Bahasa	Course 1	Course 2	Course 3	Course 4
French	Course 1	Course 2	Course 3	Course 4
German	Course 1	Course 2	Course 3	Course 4
Hindi	Course 1	Course 2	Course 3	Course 4
Japanese	Course 1	Course 2	Course 3	Course 4
Korean	Course 1	Course 2	Course 3	Course 4
Portuguese	Course 1	Course 2	Course 3	Course 4
Spanish	Course 1	Course 2	Course 3	Course 4
Traditional Chinese	Course 1	Course 2	Course 3	Course 4
Ukrainian	Course 1	Course 2	Course 3	Course 4