

# AI & IT Training for Adults

A practical concept for organizations, libraries, public administration, and reskilling centers — making AI and IT accessible, clear, and immediately useful.

PRACTICAL TRAINING CONCEPT



# What Is This Project About?

This project presents a structured design of practical training programs for adult learners, businesses, libraries, municipal offices, reskilling centers, and educational agencies.

The core philosophy is simple: **AI and IT can be taught clearly, practically, and without unnecessary technical overload.** Participants leave with real skills they can apply the very next day at work.

Rather than theory-heavy lectures, every session is built around hands-on exercises, real-world scenarios, and step-by-step guidance tailored to the needs of adult beginners.

## Core Goals

- Demystify AI and digital tools
- Build confidence in everyday technology use
- Deliver practical, job-ready skills
- Support safe and responsible AI adoption
- Serve diverse audiences across sectors

# What the Training Covers



## AI Tools

Hands-on training with ChatGPT, Microsoft Copilot, and key AI assistants for everyday professional tasks.



## Digital Security

Phishing awareness, strong password practices, multi-factor authentication, and recognizing AI-powered scams.



## Microsoft 365

Word, Excel, Outlook, Teams, and OneDrive – the everyday tools that power modern offices and remote work.



## Windows & IT Support

Basic Windows operation, troubleshooting common issues, and understanding computer networks fundamentals.



## AI for Organizations

Specialized modules for administration, HR, education, libraries, and small businesses introducing AI responsibly.

# Who Is This For?

The program is designed to serve a wide range of audiences — from individual adult beginners to entire organizations navigating the digital transition.



## Adult Beginners

Individuals with little or no prior experience who want to gain confidence with digital tools and AI assistants in everyday life.



## Organizational Staff

Employees in companies and public institutions who need practical upskilling to work efficiently with modern digital workflows.



## Public Administration

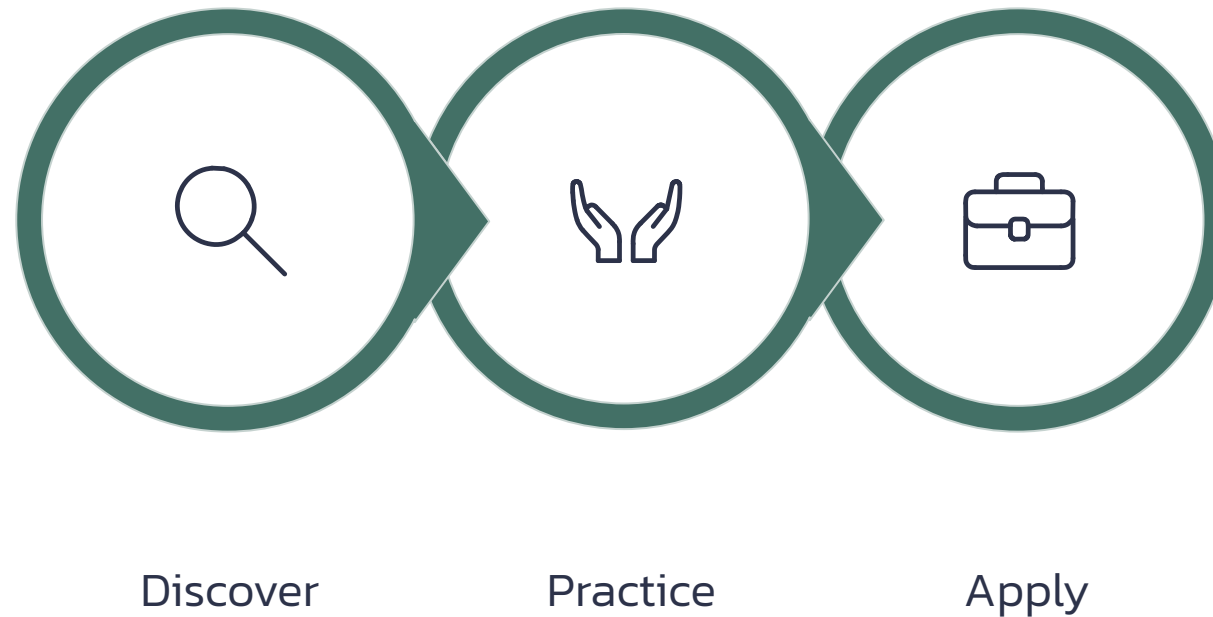
Civil servants and municipal workers who need to adopt digital tools and understand AI safely within regulatory frameworks.



## Libraries & Reskilling Centers

Community institutions that serve as local digital hubs — empowering staff and visitors with future-ready competencies.

# Training Approach & Delivery



Every training follows a clear three-phase model: participants first **discover** the tools in a low-pressure environment, then **practice** through guided real-world scenarios, and finally **apply** what they've learned directly in their work context – with ongoing support available throughout.

## Flexible Formats

- In-person group workshops
- Hybrid and online sessions
- On-site delivery at client premises
- Self-paced materials for follow-up

## Tailored Content

- Sector-specific examples and exercises
- Language adapted for non-technical audiences
- Adjustable pace for mixed skill levels
- Certificates of completion available

# Why This Concept Matters

Digital literacy is no longer optional — it is a foundational workplace skill. Organizations that invest in practical AI and IT training see measurable improvements in productivity, security awareness, and employee confidence.

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Training Modules

Covering AI tools, security, Microsoft 365, and more

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Target Sectors

From public admin and libraries to SMEs and reskilling centers

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Tech Jargon Required

Everything is explained in plain, accessible language

- ✔ This concept is ready to be adapted for your organization. Whether you need a single workshop or a full training program, the content can be tailored to your team's specific needs, sector, and pace.

