

The Program Director's AI Toolkit

A Step-by-Step Curriculum for Senior AI Literacy

30min

Staff Prep Per Session

90min


Session Length

3-6

Week Programs

STEP 1: GAUGE INTEREST (Before You Commit)

- ✓ Post a simple survey at meals: "Would you attend an AI basics workshop?" (Yes/Maybe/No)
- ✓ Mention it casually during other activities to test reactions
- ✓ Look for 8-12 solid "yes" responses before scheduling
- ✓ Sample pitch: "Learn how AI can help with everyday life questions, travel planning, and staying safe"

 **Quick Win:** Run a 20-minute "AI Curiosity Coffee" discussion first. Ask: "What have you heard about AI? What worries you?" This reveals interest level and concerns.

STEP 2: READINESS ASSESSMENT

✓ You're Ready If:

- Room with projector/large TV
- WiFi access for demos
- Tables (not theater seating)
- 8+ interested participants
- Staff can commit to series

⚠ Not Required:

- Tech-savvy staff member
- Devices for each participant
- Previous AI experience
- Computer lab setup
- IT support on-site

The Program Director's AI Toolkit - Continued



STEP 3: DESIGN AN ENGAGING EVENT (Avoid These Pitfalls)

✗ What Makes It Boring:

- Technical jargon & acronyms
- Lecture-only format
- Moving too fast
- No real-world examples
- Assuming prior knowledge

✓ What Makes It Work:

- Demo + discussion format
- Plain English only
- Safety reminders built in
- Real tasks (health, scams, travel)
- Mixed-ability friendly

🎯 **Sweet Spot Length:** 90 minutes with a 5-minute stretch break at 45 minutes. Any longer and engagement drops. Any shorter and you can't cover enough to feel valuable.

STEP 4: FIND READY-TO-USE CONTENT

- ✓ **Turn-key option:** We provide session outlines, handouts, slides, & practice exercises
- ✓ **Free Book Club program:** 4-6 weeks with curriculum, discussion questions & activities
- ✓ **Large-print book:** Participants follow along at their own pace
- ✓ **Marketing templates:** Flyers, email copy, newsletter blurbs all provided

STEP 5: ENRICHMENT ACTIVITIES (Beyond the Workshop)

Week 1-2:

- Share daily "AI tip of the day" at meals
- Post success stories on bulletin board

Week 3-4:

- "Bring your question" office hours
- Pair advanced learners with beginners

Ongoing Options:

- Monthly "AI practice hour" drop-in sessions
- Create a "Questions We Asked AI This Week" bulletin board
- Free Facebook group for continued learning (HowSeniorsLearnAI)
- Advanced workshops: life story writing, trip planning, creative projects

Your Complete Implementation Guide

TYPICAL 4-WEEK PROGRAM OUTLINE



Week 1: Introduction & Safety

Topics: What is AI? Your first conversation. What never to share. Spotting scams.

Activity: Each person asks AI one simple question (demo format, no pressure)



Week 2: Health & Daily Life

Topics: Preparing for doctor visits. Understanding official letters. AI for Independence.

Activity: Practice creating doctor visit questions together



Week 3: Staying Connected

Topics: Writing warm messages. Trip planning. Finding entertainment.

Activity: Find new entertainment you'll like based on your interests.



Week 4: Going Forward

Topics: Review red lines. Handle mistakes. Resources for continued learning.

Activity: Celebration + certificates + next steps discussion


WHAT YOU CAN MEASURE (For Board Reports)

Immediate Outcomes:

- Attendance & completion rate
- Pre/post confidence surveys
- Number trying AI independently
- Family member feedback

6-Month Impact:

- Reduction in tech support requests
- Increased independence reports
- Scam awareness improvements
- Continued use rates

 **Data We Provide:** Attendance tracking templates, satisfaction surveys, pre/post assessments, and outcome summary reports you can include in board presentations.

How To Start



ADDRESS COMMON CONCERNS

"Our residents have mixed tech abilities"

Program designed for this. Demo format means those without devices can learn by watching. Three difficulty levels in every exercise.

"We don't have a tech expert on staff"

You don't need one, especially if we facilitate the first series. We provide materials, instructor training and ongoing support.

"What if residents are afraid/skeptical?"

Some will be at first. We address fears directly: privacy, scams, making mistakes. Emphasize "you stay in control" and "AI is a tool, not a replacement."

"How much staff time required?"

Under 30 minutes prep per session. Handle internal promotion, print handouts, set up room. No technical setup required.

THREE WAYS TO GET STARTED

- 1 Option 1: Book Club (DIY, Low Cost)**
Use our free Book Club program. Includes discussion guides, handouts, and structured curriculum. Staff facilitates, we provide materials. **Cost:** Books only (~\$25/person).
- 2 Option 2: Workshop Series (Turn-Key)**
3-6 week series with our instructor. Complete curriculum, materials, training included. Most popular option. **Starting at** \$1,200 for 3-week series.
- 3 Option 3: Train-the-Trainer (Long-Term)**
Start with Option 2, then add staff training (\$800-1,200 **one-time**). Your staff leads future sessions. Includes ongoing support and content updates.

Schedule Your Free Consultation

Let's discuss your community's needs and find the right program format. No pressure, no sales pitch. Just honest guidance on what will work for your residents.

Email: hello@howseniorslearnai.com

Website: HowSeniorsLearnAI.com