



# AI Trainer Toolkit guide

Empowering trainers with AI skills to build tomorrow's workforce

## 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.

## Courses



### 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.

### 2 Introduction to Generative AI

150 Minutes | 4 Modules

This course provides an introduction to generative AI, covering its basic principles and diverse applications. You will learn about large language models (LLMs) and how to use Copilot. Additionally, you will develop the skills needed to apply this technology across various domains. The course includes topics such as prompt engineering, understanding the limitations of content generated by AI models, and using generative AI models in a critical and responsible manner.

### 3 An AI Toolbox for Trainers

165 Minutes | 4 Modules

This course provides a comprehensive understanding of AI's transformative potential in education. You will discover how generative AI can enhance the learning experience, create engaging content, and promote inclusive learning environments. Additionally, you will learn about the benefits of incorporating AI-powered productivity tools into your everyday educational practices. By the end of the course, you will be prepared to design and implement learner-centered ecosystems that utilize AI tools to improve the learning process.

### 4 Responsible Use of AI in Education

175 Minutes | 8 Modules

This course provides the essential knowledge needed to use artificial intelligence (AI) responsibly. You will explore six key principles of responsible AI: Fairness, reliability & safety, privacy & security, inclusiveness, transparency, and accountability. As AI technologies continue to evolve rapidly, it is crucial to understand their societal impacts and ensure their responsible use.

#### Disclaimer

This content is provided for general information and reflects our knowledge as of its release. With AI and technology evolving rapidly, it may become outdated — please use it responsibly, as Microsoft isn't responsible for any issues from outdated or misused material.

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## AI Skills Navigator

Guidance for your AI-powered growth

[Aka.ms/AISkillsNavigator](https://aka.ms/AISkillsNavigator)

# Language availability

## What's included in the toolkit



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

- **Learning objectives:** Goals expected to achieve 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:** Enhanced Transcripts are available.

Language	Course files Access the full suite of AI Trainer Toolkit materials, including videos and caption files. Ideal for downloading and integrating into your own learning environments	YouTube View the AI Trainer Toolkit video series in a playlist format. This option is ideal for quick access, broad sharing, and informal learning	SCORM Package Download SCORM-compliant packages to integrate AI Trainer Toolkit content into your organization's Learning Management System (LMS). This format supports tracking and reporting of learner progress
Arabic	<a href="#">Available</a>	<a href="#">Available</a>	<a href="#">Available</a>
Dutch	<a href="#">Available</a>	<a href="#">Available</a>	<a href="#">Available</a>
English	<a href="#">Available</a>	<a href="#">Available</a>	<a href="#">Available</a>
French	<a href="#">Available</a>	<a href="#">Available</a>	<a href="#">Available</a>
German	<a href="#">Available</a>	<a href="#">Available</a>	<a href="#">Available</a>
Hindi	<a href="#">Available</a>	<a href="#">Available</a>	<a href="#">Available</a>
Indonesian	<a href="#">Available</a>	<a href="#">Available</a>	<a href="#">Available</a>
Italian	<a href="#">Available</a>	<a href="#">Available</a>	<a href="#">Available</a>
Japanese	<a href="#">Available</a>	<a href="#">Available</a>	<a href="#">Available</a>
Korean	<a href="#">Available</a>	<a href="#">Available</a>	<a href="#">Available</a>
Polish	<a href="#">Available</a>	<a href="#">Available</a>	<a href="#">Available</a>
Portuguese	<a href="#">Available</a>	<a href="#">Available</a>	<a href="#">Available</a>
Spanish	<a href="#">Available</a>	<a href="#">Available</a>	<a href="#">Available</a>
Thai	<a href="#">Available</a>	<a href="#">Available</a>	<a href="#">Available</a>