

AI LEARNING • CPD FOR TRAINERS

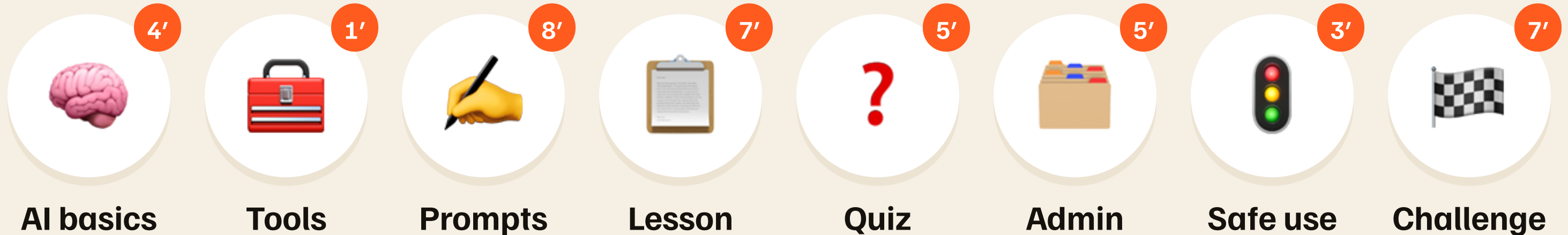
AI tools for effective teaching

For academic and admin staff



TODAY ON ONE PAGE

40 minutes. One real result.



Trainers: lesson + quiz ·



Admin: emails + minutes

AI BASICS

AI is a fast intern.

It drafts. *You* decide.



Where AI helps. Where you check.



AI drafts

-  First drafts
-  Ideas
-  Quiz questions
-  Summaries



You check

-  Facts + numbers
-  Safety rules
-  Saudi regulations
-  Trainee level

VIDEO · 35 SECONDS

Copilot at work

Ask: which task could AI do faster for you?

TOOLS

Pick one tool. Learn it well.



Copilot

Teams · Outlook ·
Word



ChatGPT

Plan · explain · write



Gemini

Ideas · Google tools

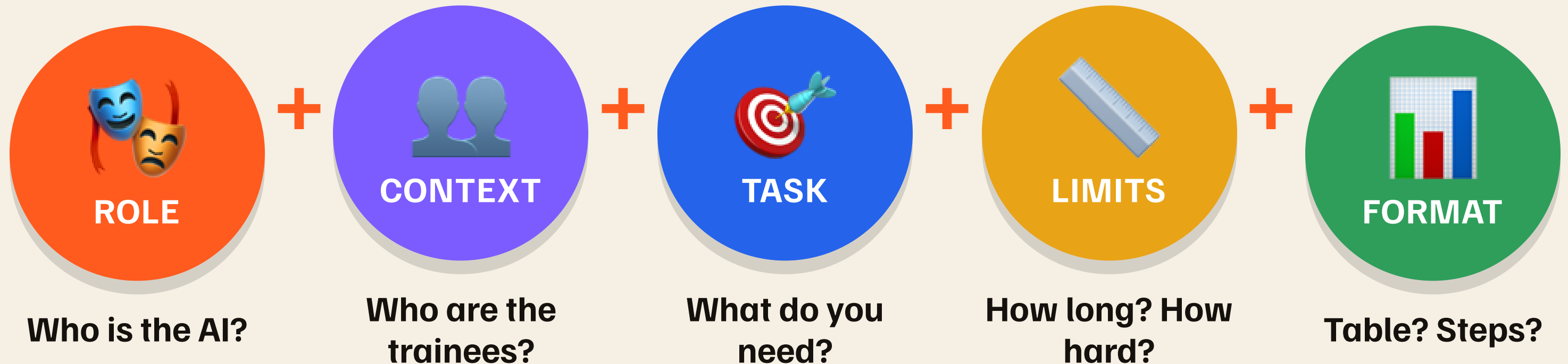


Canva AI

Slides · posters

The tool matters less than the way you ask

The 5-block prompt



Brief AI like you brief a substitute teacher

Weak vs strong

✖ WEAK



“Make a lesson about air conditioners.”

AI guesses everything

✓ STRONG



ROLE

HVAC instructor, Saudi vocational academy



CONTEXT

First-year diploma, new to refrigeration



TASK

30-minute lesson: how a split AC cools a room



LIMITS

Simple English · 1 activity · 5-question quiz



FORMAT

A table with timings

WHAT THE STRONG PROMPT GIVES BACK

A 30-minute lesson in seconds

5 min

Hook

Cold room, hot
outside unit.
Why?

10 min

Explain

The 4 parts

10 min

Hands-on

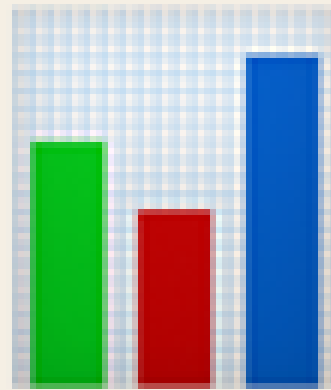
Label a split unit

5 min

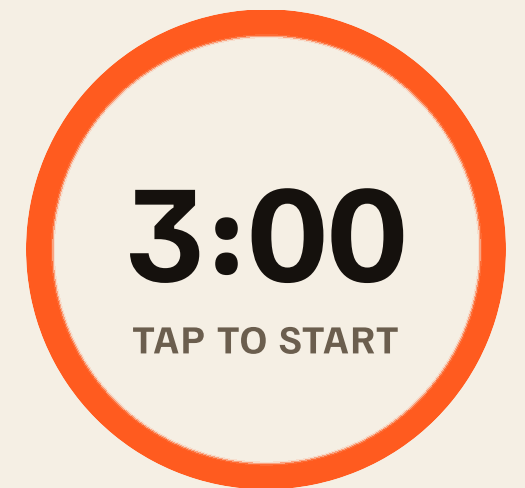
Quiz

5 quick questions

Fix the prompt



“Create questions about Excel.”



Rewrite it with the 5 blocks · Run it · Compare

A lesson plan in 4 steps



Pick

one topic



Prompt

5 blocks



Check

facts · safety · level

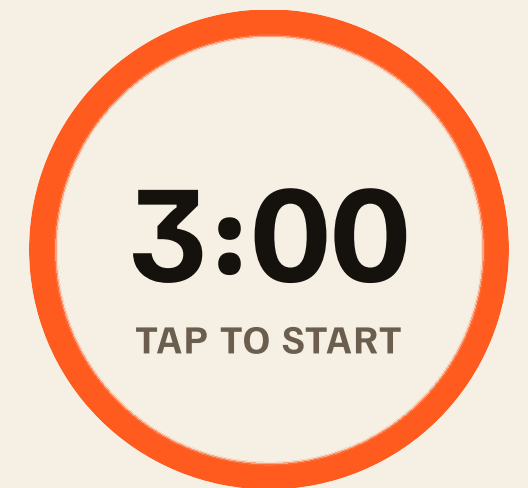
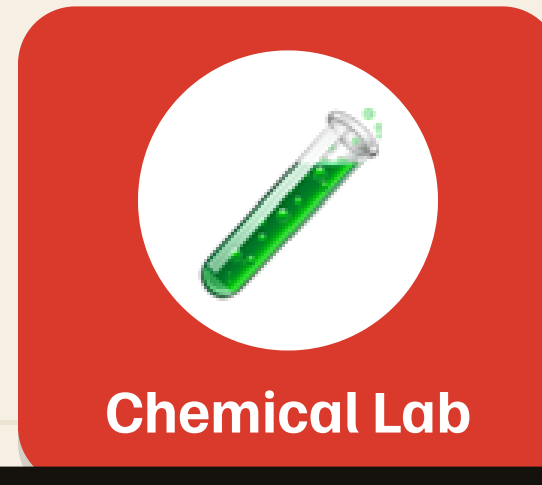


Teach

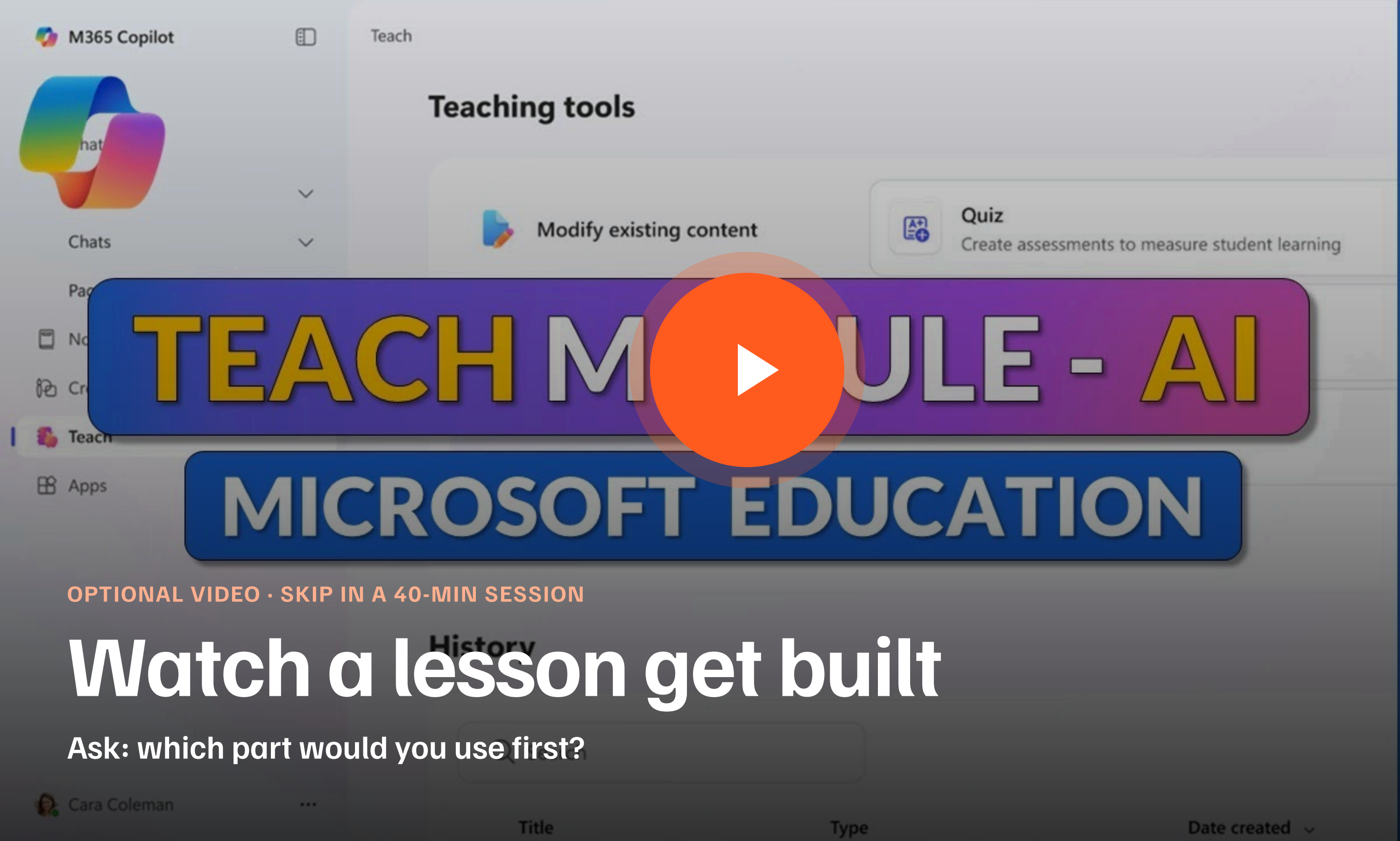
then improve

Step 3 is the one only you can do

Build your lesson



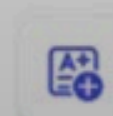
Output: a 30-minute lesson for next week



Teaching tools



Modify existing content



Quiz

Create assessments to measure student learning

TEACH MODULE - AI

MICROSOFT EDUCATION

OPTIONAL VIDEO · SKIP IN A 40-MIN SESSION

Watch a lesson get built

Ask: which part would you use first?

Every quiz: 2 + 2 + 1



2

multiple
choice



2

short
answer



1

real-life
scenario

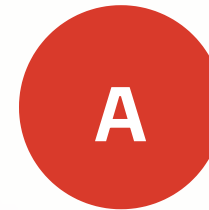
Then ask: “Give the answers and explain each one”

REAL EXAMPLE · HEALTH & SAFETY

A question AI wrote

Click to reveal

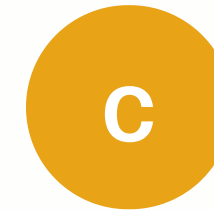
Which safety sign colour means
you **MUST** do something?



Red



Blue



Yellow



Green

✓ B · Blue = mandatory 

Make your quiz



**Paste your
lesson**



Ask for $2 + 2 + 1$



**Ask for
answers +
reasons**

3:00

TAP TO START

Output: a quiz with an answer key

DIFFERENTIATE

Same goal. Three paths.

Every trainee reaches the flag 🚩



REAL EXAMPLE · ⚡ ELECTRICAL

One goal, three levels

Measure voltage safely



BEGINNER

**Label the parts of a
multimeter**



MIDDLE

Measure 3 circuits in pairs



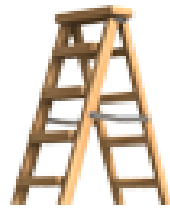
ADVANCED

Find the fault. Write 5 lines

Three levels, one goal



Pick one goal



**Ask for 3
levels**



**Check all 3 hit
the goal**

2:00

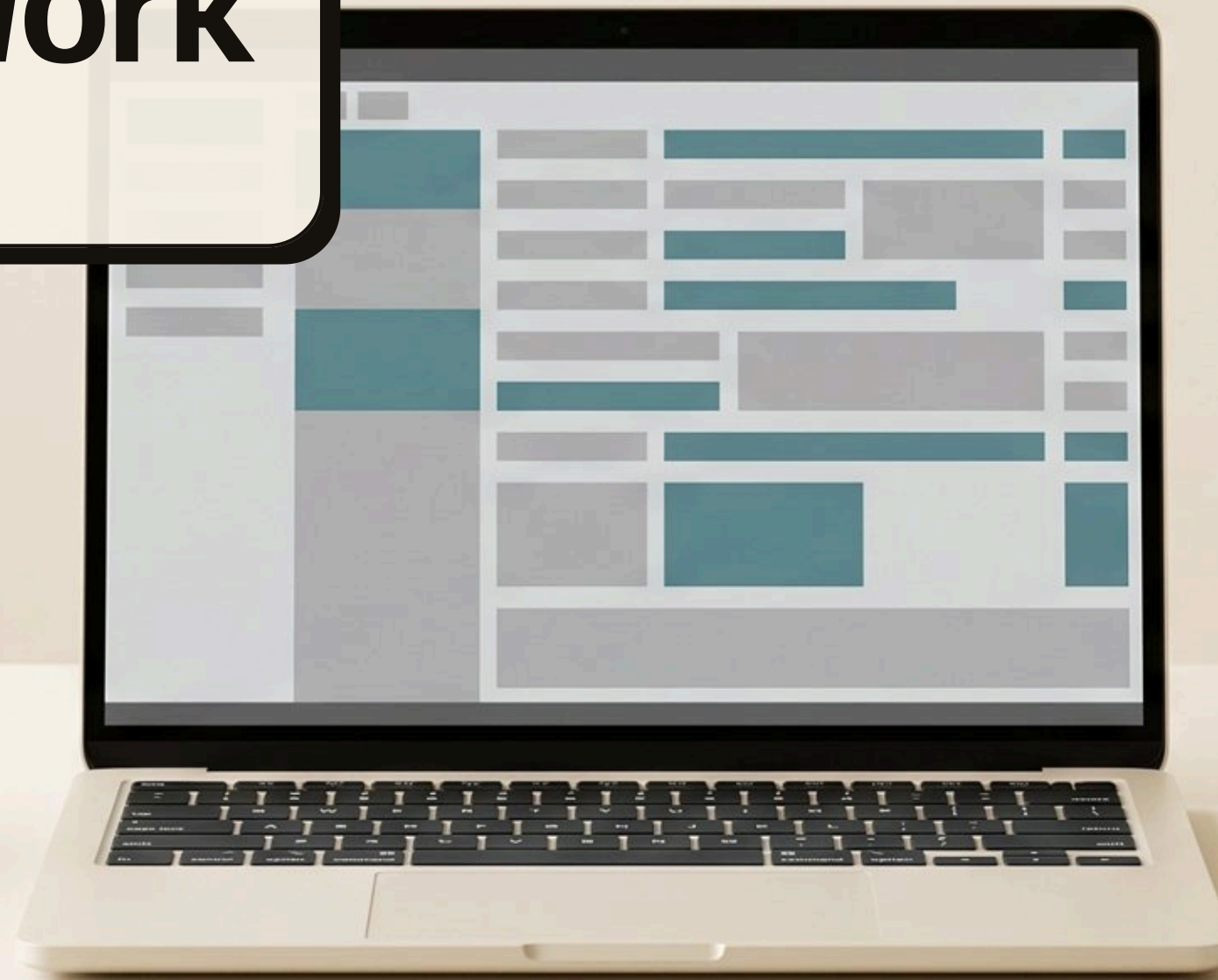
TAP TO START

Output: three activities for one goal

PART 2 • ADMINISTRATION

AI for daily admin work

Draft. Check. Send.

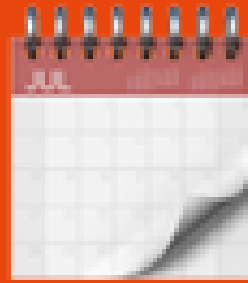


4 daily jobs AI can draft



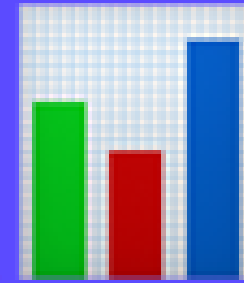
Emails

sponsors • replies •
reminders



Meetings

Teams recap →
actions



Reports

attendance →
summary



Notices

Arabic + English

Same 5 blocks. Different job

An email in 20 seconds

YOU TYPE

-  **Admissions officer**
-  **A sponsoring company**
-  **Mid-term report attached, offer a Teams call**
-  **Under 100 words**

AI GIVES YOU

Subject: Mid-term progress report

Dear [Name],

Please find attached the mid-term progress report for the trainees your company sponsors. Would a short Teams call next week suit you?

Kind regards,
[Your name]

 **No trainee names or IDs in the prompt**

ADMIN EXAMPLE 2 • TEAMS MEETING

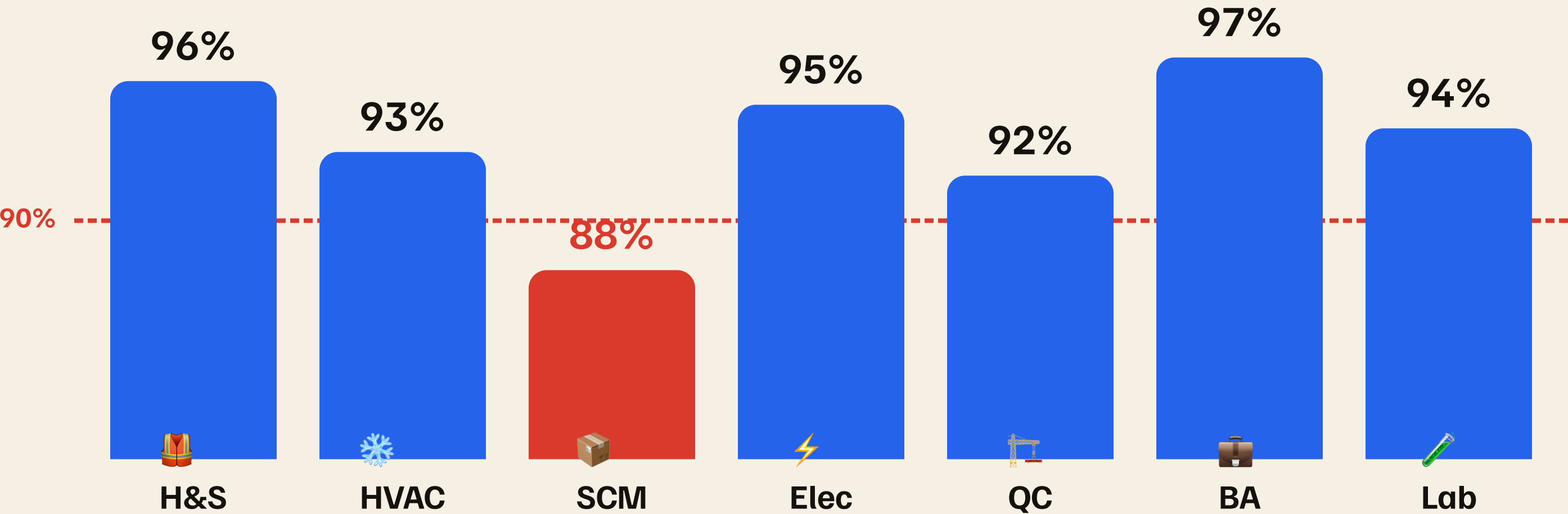
Notes into actions

Teams recap → table

DECISION	OWNER	DEADLINE
 Book the HVAC lab	Lab coordinator	Sun
 Send mid-term reports	Admissions	Thu
 Plan CPD part 2	IT team	Month end

Sample rows

Attendance into a chart



Sample data · remove names before you paste

SAFE USE

The traffic light rule

 Saudi PDPL protects personal data



Go

 ideas ·  drafts ·  outlines



Check first

 facts ·  safety ·  rules



Never

 ID ·  grades ·  health

ACTIVITY 5 • DISCUSS IN GROUPS

AI or human?

A



**Ideas for Health
& Safety week**

B



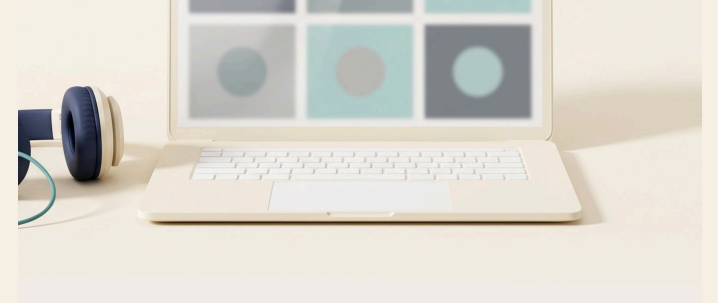
**Decide if a
trainee passes**

C



**First draft of an
HVAC quiz**

D



**Paste a trainee
ID + grades**



2 min • tap a card to reveal

FINAL CHALLENGE

Your 3-minute task

Make one real thing you need this week



3:00

TAP TO START

Draft, improve, check, use



**Pick a real
task**



**Get a first
draft**



**Improve the
prompt**



Check it



Save it. Use it

Share it in the Teams chat when you finish

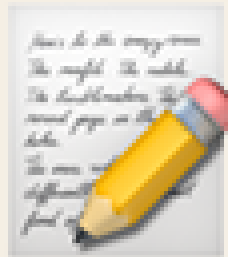
Your prompt card

	ROLE	Act as a [Supply Chain] instructor
	CONTEXT	My trainees are [first-year diploma students]
	TASK	Create [a 30-minute lesson on inventory]
	LIMITS	Keep it [simple English, one activity]
	FORMAT	Show it as [a table with timings]

Change the [brackets]. Keep the 5 blocks

REMEMBER

Three words



Draft

AI writes v1



Check

you fix it



Use

teach · send

A 30-minute lesson plan



By hand



45 min

- 😐 No timings
- 😐 No exit quiz
- 😐 One task for all



AI + your check



8 min

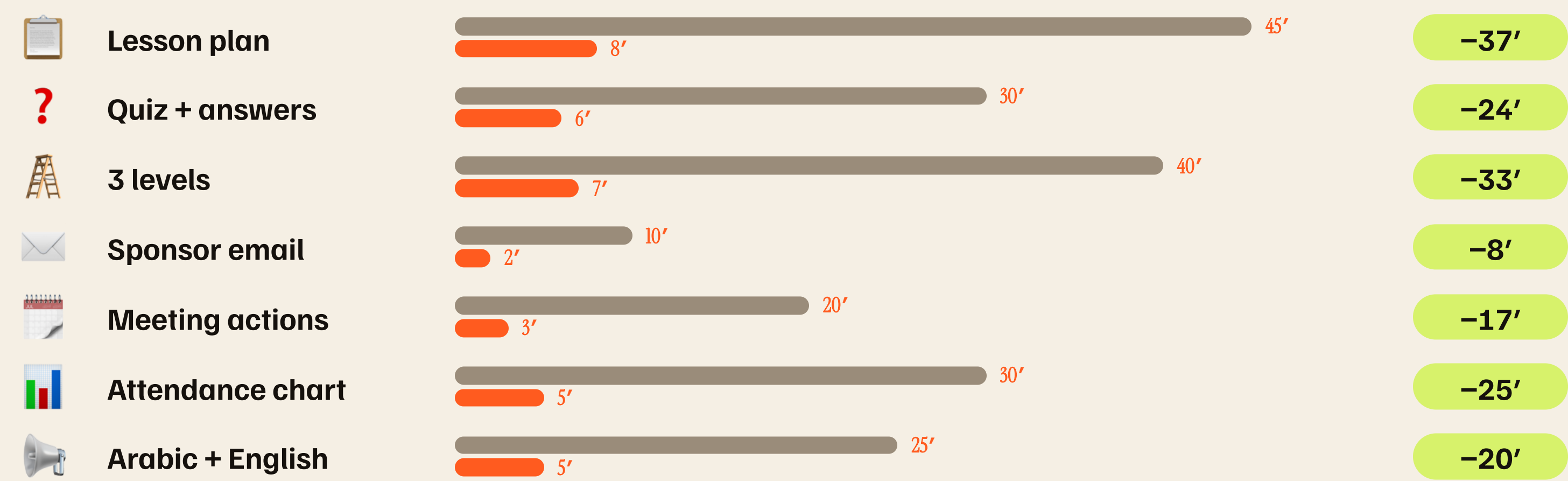
- ✓ Timed to the minute
- ✓ Objective + quiz
- ✓ Support for weaker trainees



37 minutes back. Same teacher, better plan

TIME SAVED · TYPICAL ESTIMATES

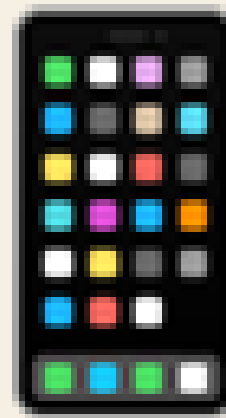
200 min by hand. 36 with AI.



 164 minutes back on 7 everyday tasks

EVERYTHING FROM TODAY

All results on one page



azizsaif.com/ai-learning/results

 vs  outputs

 time saved

 every prompt

 your week

Open it now. Paste the link in the Teams chat

THANK YOU

Start small. Teach smarter.

🌱 One task this week. One class or one email.



We made 8 real things today



✓ AI drafts,
you check



✓ The 5-block
prompt



✓ A 30-minute
lesson



✓ 3 levels, one
goal

164

minutes back on 7
everyday tasks



Download slides · PDF



Download slides · HTML



Human vs AI results



✓ Quiz +
answer key



✓ Email ·
actions · chart



✓ Safe-use
traffic light



✓ One real
task for this
week

Download, share with your team, use one this week

TRAINER ONLY · SKIP WHEN PRESENTING

Run sheet · 40 minutes



4'
AI basics



1'
Tools



8'
Prompts



7'
Lesson



5'
Quiz



5'
Admin



3'
Safe use



7'
Challenge



Confirm allowed AI tools with your IT team



Test the Copilot video with “share sound”



Prompts ready to paste in chat



Breakout rooms of 2 or 3

Running late? Skip slide 13 · never skip the final challenge