

• AI LEARNING • SESSION RESULTS

Same tasks.

Human vs AI.

In the session we took 7 everyday jobs from a vocational academy and did each one twice. Once by hand. Once with AI writing the draft and a person checking it. Here is everything we made.

200

minutes by hand

36

minutes with AI +
check

164

minutes saved •
82% less time

Times are typical estimates for one trainer doing each task once. The AI time includes reading and fixing the draft. Your own times will differ.

• TIME SAVED

Seven tasks, *side by side*

By hand AI draft + your check



30-minute lesson plan



–37 min



Quiz with answer key



–24 min



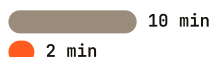
One goal, three levels



–33 min



Email to a sponsor



–8 min



Meeting notes into
actions



–17 min



Weekly attendance
summary



–25 min



Notice in Arabic +
English



–20 min



All 7 tasks

200 min by hand → 36 min with AI

–164 min



• HUMAN VS AI

See both outputs

Pick a task. Left is a typical quick draft by hand. Right is what the AI gave back from one 5-block prompt, after a person checked it.



HVAC TECHNICIAN • SPLIT AC



30-minute lesson plan

37 minutes saved



By hand

45 min

Lesson: How an AC works

1. Explain the parts on the board
2. Show the unit in the workshop
3. Questions at the end

Homework: read chapter 4

- 😞 No timings
- 😞 No objective or exit quiz
- 😞 Same task for every trainee



AI draft + your check

8 min

MIN	PART	WHAT HAPPENS
5	Hook	Why is the room cold but the outside unit hot?
10	Explain	Compressor, condenser, expansion valve, evaporator
10	Hands-on	Pairs label the 4 parts on a split-unit diagram
5	Quiz	5 quick questions, swap and mark

🎯 Objective: name the 4 parts and say what each does • 🤝
Support: picture word bank for weaker trainees

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

🔍 You checked: are the 4 parts right? Is the level right for first-years?

THE PROMPT WE USED •



You are an HVAC instructor at a Saudi vocational academy. My trainees are first-year diploma students, new to refrigeration. Plan a 30-minute lesson on how a split AC cools a room. Simple English, one hands-on activity, a 5-question exit quiz. Give it as a table with timings.

**By hand**

30 min

1. What does PPE stand for?
2. Name 2 fire extinguishers
3. What colour is a warning sign?
4. Who do you report a spill to?
5. When do you wear goggles?

(answers on my laptop)

- 😞 All recall questions
- 😞 No real-life scenario
- 😞 Answers not explained

**AI draft + your check**

6 min

Multiple choice: Which safety sign colour means you MUST do something?

A Red · **B Blue** ✓ · C Yellow · D Green

Why: blue round signs are mandatory signs, like "wear eye protection".

Scenario: A chemical has spilled near the workshop exit. What are your first 3 actions?

1 Warn people, keep them away · 2 Tell the supervisor · 3 Check the safety data sheet

+ 2 more multiple choice and 2 short answer, each with a reason

- ✓ 2 + 2 + 1 mix
- ✓ A real workplace scenario
- ✓ Every answer explained

You checked: every answer against the safety manual before trainees saw it.

THE PROMPT WE USED ·

Using the lesson above, create 5 questions: 2 multiple-choice, 2 short-answer and 1 workplace scenario question. Then give the correct answers with a one-line explanation for each.



By hand

⌚ 40 min

Worksheet (everyone):

Measure the voltage on circuits 1 to 5.

Write the readings in the table.

Fast finishers: help a friend.

- 😞 One task for all levels
- 😞 Strong trainees get bored
- 😞 Weak trainees get lost



AI draft + your check

⚡ 7 min

Goal: measure voltage safely with a multimeter

🌱 BEGINNER

Label the parts of a multimeter on a photo

🌿 MIDDLE

Measure 3 practice circuits in pairs. Record the readings

🌳 ADVANCED

Find the fault in a circuit. Write a 5-line report

- ✅ Every trainee has a route
- ✅ Same goal for all three
- ✅ Ready to print

🔍 You checked: does the advanced task still meet the same goal? AI sometimes drifts.

THE PROMPT WE USED •



My goal: trainees measure voltage safely with a multimeter. Write three activities for beginner, middle and advanced trainees. All three must reach the same goal. Keep each to 2 lines.



By hand



10 min

Dear Sir,

I hope this email finds you well. As discussed before, please be informed that we are sending herewith the mid term report of your trainees for your kind perusal and reference, kindly revert back for any queries or clarifications at your earliest...



Long and formal



No clear next step



10 minutes of rewording



AI draft + your check



2 min

Subject: Mid-term progress report

Dear [Name],

Please find attached the mid-term progress report for the trainees your company sponsors. We are glad to discuss it with you. Would a short Teams call next week suit you? Please share a time that works.

Kind regards,
[Your name]



Under 100 words



One clear ask: a call



Polite and plain



You checked: right name, right attachment. No trainee names went into the prompt.

THE PROMPT WE USED •



You are an admissions officer at a Saudi training academy. Write a short, polite email to a sponsoring company. Say the mid-term progress report for their sponsored trainees is attached. Offer a Teams call next week. Under 100 words.



TEAMS MEETING RECAP

Meeting notes into actions

🕒 17 minutes saved



By hand

🕒 20 min

Meeting 6/10 notes

- talked about lab booking, someone to check
- reports to sponsors soon?
- CPD part 2 maybe end of month
- next meeting TBC

- 😞 No owners
- 😞 No deadlines
- 😞 "Someone" does it



AI draft + your check

⚡ 3 min

DECISION	OWNER	DEADLINE
📅 Book the HVAC lab for practical week	Lab coordinator	Sunday
📄 Send mid-term reports to sponsors	Admissions	Thursday
📅 Plan CPD part 2	IT team	Month end

Sample rows for practice

- ✅ Every decision has an owner
- ✅ Every action has a date
- ✅ Paste straight into the chat

🔍 You checked: owners and dates match what was really agreed.

THE PROMPT WE USED ·

From this meeting recap, list the decisions, owners and deadlines as a table.



7 PROGRAMMES · SAMPLE DATA

Weekly attendance summary

🕒 25 minutes saved



By hand

🕒 30 min

Attendance this week:

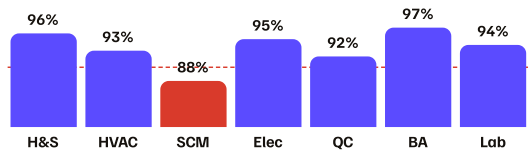
H&S 96, HVAC 93, SCM 88, Elec 95,
QC 92, BA 97, Lab 94
(chart to do later)

- 😞 Numbers only
- 😞 Problem not flagged
- 😞 Chart never gets made



AI draft + your check

⚡ 5 min



🚩 **Supply Chain at 88%**, below the 90% target. All other programmes are above it. Best: Business Admin at 97%.

- ✅ Chart in seconds
- ✅ Problem flagged in red
- ✅ One-line summary for the manager

🔍 You checked: names and ID numbers were removed before pasting. Numbers match the export.

THE PROMPT WE USED ·

Summarise this attendance sheet by programme. Show it as a bar chart. Flag any programme under 90%.



TRAINEE ANNOUNCEMENT

Notice in Arabic + English

🕒 20 minutes saved



By hand

🕒 25 min

Reminder: safety workshop Sunday 9am main lab.

Bring PPE.

(Arabic version: waiting for a colleague to translate)

- 😬 English only for now
- 😬 Waiting on a translator
- 😬 Notice goes out late



AI draft + your check

⚡ 5 min

🔊 **Reminder:** The safety workshop is on Sunday at 9 am in the main lab. Please bring your PPE.

🔊 تذكر: ورشة السلامة يوم الأحد الساعة 9 صباحاً في المختبر الرئيسي. يرجى إحضار معدات الوقاية الشخصية.

- ✅ Both languages at once
- ✅ Same message in each
- ✅ Sent the same day

🔍 You checked: an Arabic speaker read it before it went out. Always check translations.

THE PROMPT WE USED •



Write a short notice for trainees in English and Arabic: the safety workshop is on Sunday at 9 am in the main lab. Ask them to bring their PPE. Two sentences each.

• EVERYTHING THAT HAPPENED

The 40-minute session, *step by step*

Each step ended with something real. These are the tools we used and what each step produced.

STEP 1

4 min



AI basics

AI is a fast intern. It drafts, you decide.

📌 The rule: AI drafts, you check

STEP 2

1 min



Tools

Pick one tool and learn it well.



💻 One tool open in the browser

STEP 3

8 min



Prompts

The 5 blocks: role, context, task, limits, format. Fixed a weak prompt.



📅 A 30-minute HVAC lesson

STEP 4

7 min



Lesson + levels

Built a lesson for your own programme. Split one goal into 3 levels.



🏠 A lesson + 3 activities

STEP 5

5 min



Quiz

Every quiz is 2 + 2 + 1, with answers explained.



🔑 A quiz with answer key

STEP 6

5 min



Admin

Emails, meeting actions, attendance reports, bilingual notices.



✉ Email · 📄 actions · 📊 chart

STEP 7

3 min



Safe use

Green, amber, red. Never paste names, IDs or grades.

🚦 4 cases sorted: AI or human

STEP 8

7 min



Challenge

Made one real thing for this week, then compared human vs AI.



💾 One saved, ready-to-use result

● SAFE USE

The traffic light rule



Go

💡 Ideas · 📄 drafts · 📅 lesson outlines · ❓ quiz drafts



Check first

📄 Facts · 📄 safety steps · 📄 regulations · 🌐 translations



Never

📄 Trainee names · ID numbers · 📄 grades · 📄 health data

Saudi PDPL protects personal data. Follow your own IT policy on which tools are approved.

Built by Aziz Saif for the AI learning CPD session · azizsaif.com/ai-learning