



| Time        | Section                             | Focus                                                                                                                |
|-------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| 09:30–09:45 | 1. Welcome & Framing                | Introduce aims, ground rules, and context — “AI as a support tool, not a shortcut.”                                  |
| 09:45–10:15 | 2. What Is AI?                      | Explain AI, algorithms, and machine learning in plain English. Core message: “AI predicts words — it doesn’t think.” |
| 10:15–10:45 | 3. How AI Works & Why It Goes Wrong | Explore tokens, probabilities, and “hallucination.” Discuss bias and reliability.                                    |
| 10:45–11:00 | Break                               | —                                                                                                                    |
| 11:00–11:30 | 4. AI in Practice                   | Case examples: summarising notes, drafting reflective writing, QA support. Introduce Prompt–Response–Review method.  |
| 11:30–12:00 | 5. Safe & Ethical Use               | Apply Tessa Tools’ Ethical AI Principles (Law, Judgement, Checking Outputs, Understanding Tools, Bias, Ownership).   |
| 12:00–12:30 | 6. Reflection & Application         | Draft a first “safe prompt.” Reflect: “Where could AI save time without losing professional voice?”                  |
| 12:30–12:45 | 7. Summary & Close                  | Key takeaways, feedback, next steps in course series.                                                                |