

AI ASSISTANT FOR TEACHERS AND TRAINERS



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OID: E10201112

Advanced Institute for Skills Development

COURSE DESCRIPTION

In a world of increasing educational demands, teachers and trainers need smart, practical ways to manage workloads without losing creativity and focus on what matters: learning, relationships, innovation.

This is a course designed to show educators how to use artificial intelligence as a personal assistant, helping them plan lessons, generate ideas, manage projects, optimize communication, and increase daily efficiency.

Participants will gain hands-on experience with a curated set of AI tools (e.g., ChatGPT, Gemini, Notion AI, Canva AI, Copilot, and simple automation platforms), learning to delegate repetitive tasks, structure lesson plans faster, organize classes, supervise projects, manage collaborative work, day-to-day organization and enhance their professional impact, while maintaining full human leadership and critical judgment.

This course emphasizes that Artificial Intelligence is here to support – not to replace – the vital human role in teaching and training. AI becomes a co-pilot, helping educators reclaim time, reduce stress and focus on what matters, engage, inspire and teaching.

COURSE INFORMATION

Learning Outcomes

- Understand the concept of AI as a personal assistant for education and training;
- Use AI to draft lesson plans, activity structures and assessment templates;
- Organize and manage projects and administrative tasks more efficiently;
- Generate ideas for workshops, materials, newsletters and other designs;
- Improve task management, documentation and content creation workflows with AI;
- Apply automation basics to reduce repetitive workload;
- Evaluate AI outputs critically and ethically;
- Design a personalized AI-powered workflow adapted to their teaching/training context;
- Promote intercultural awareness;
- Transfer and share core values, experiences and effective teaching practices with other teachers and colleagues;
- Improve technical and English language, communication and social skills.

DAILY PROGRAM

5-DAYS

..... *Our courses also include a daily Coffee Break

DAY 1 / 8h30-13h45

- What can an AI assistant do (and not do) for educators?
- Setting realistic goals: efficiency, creativity, support
- Overview of top tools: ChatGPT, Gemini, Copilot

DAY 2 / 8h30-13h45

- Lesson Planning with AI
- Using AI to outline lesson plans, training modules and course structures
- Customizing content for different learners and objectives
- Critical review: quality and biases in generated plans

DAY 3 / 8h30-13h45

- Assessment, Feedback and Administrative Tasks
- Generating quiz questions, rubrics, feedback templates
- Organizing attendance, evaluations, reports faster with AI support
- Automation basics for education: Zapier and task flows
- Drafting project applications, reports and dissemination materials

DAY 4 / 8h30-13h45

- Daily Tasks and Project Management
- Scheduling meetings, organizing timelines, managing documents
- Practical templates for Erasmus+ course leaders and coordinators
- Generating email drafts, event invites and other texts
- Base Project: Mapping your real weekly tasks
- Designing a personal AI-Assistant plan

DAY 5 / 8h30-13h45

- Final presentations: "My AI Co-Pilot Strategy"
- Course roundup and review
- Learning Outcomes' validation
- Certification Ceremony



DAILY PROGRAM

6-DAYS

..... *Our courses also include a daily Coffee Break

DAY 1 / 16h30-21h30

- Self Preparation for a short School presentation on Day 2
- Cultural Quiz (to be filled out pre-dinner)
- Welcome Session - icebreaking & dinner, week briefing & planning
- Networking between participants and Erasmus+ team
- Sharing of European core values
- Open space for participants to share ideas and discuss current challenges in the Education sector; collaborative opportunity to exchange future goals (activity)

DAY 2 / 8h30-13h45

- What can an AI assistant do (and not do) for educators?
- Setting realistic goals: efficiency, creativity, support
- Overview of top tools: ChatGPT, Gemini, Copilot

DAY 3 / 8h30-13h45

- Lesson Planning with AI
- Using AI to outline lesson plans, training modules and course structures
- Customizing content for different learners and objectives
- Critical review: quality and biases in generated plans

DAY 4 / 8h30-13h45

- Assessment, Feedback and Administrative Tasks
- Generating quiz questions, rubrics, feedback templates
- Organizing attendance, evaluations, reports faster with AI support
- Automation basics for education: Zapier and task flows
- Drafting project applications, reports and dissemination materials

DAY 5 / 8h30-13h45

- Daily Tasks and Project Management
- Scheduling meetings, organizing timelines, managing documents
- Practical templates for Erasmus+ course leaders and coordinators
- Generating email drafts, event invites and other texts
- Base Project: Mapping your real weekly tasks
- Designing a personal AI-Assistant plan

DAY 6 / 8h30-13h45

- Final presentations: "My AI Co-Pilot Strategy"
- Course roundup and review
- Learning Outcomes' validation
- Certification Ceremony



ADDITIONAL INFORMATION

Documentation: Learning Agreement; Certificate of Attendance with description of learning outcomes; Europass validation; and other required Erasmus+ supporting documents.

(Our courses are eligible to be completely funded by the Erasmus+ program 2021-2027 - KA1 funds and several other programs)

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