COURSE BROCHURE | ERASMUS+ TRAINING

AI Assistant for Teachers and Trainers

Use AI as a practical professional assistant for planning, resources, communication and recurring tasks while maintaining human judgement and control.

LOCATION	LANGUAGE	FORMAT	DURATION	COURSE FEE
Multiple Locations	English	On-site	6 days	€480

6-day programme in **Madeira and Porto**. See the course page for current fees, inclusions and dates.

Course description

Teachers and trainers manage lesson preparation, assessment, communication, project coordination and administrative work alongside their core responsibility for learning and relationships. Used with clear purposes and critical review, general-purpose AI assistants can help educators draft, organise and adapt routine work without replacing professional judgement.

In this practical course, participants will explore how AI assistants can support lesson and training design, educational-resource creation, professional communication, feedback, documentation and recurring organisational tasks. They will test representative tools, compare outputs, improve instructions and develop reusable templates for their own professional context.

Participants will analyze accuracy, bias, privacy, appropriate data use and the limits of automation. By the end of the course, they will have mapped their recurring responsibilities and developed a personal AI-assistant strategy that identifies suitable tasks, human review points and realistic opportunities for saving time while maintaining professional control.

Who the course is for

For educators

Educators, trainers, VET teachers, coordinators and school leaders seeking practical ways to use AI assistants for lesson planning, resource creation, communication, documentation and recurring organisational work. The course is suitable for participants with basic digital skills and does not require programming experience.

At a glance

Course level: Basic to Intermediate AI Literacy

Prerequisites: Basic digital skills are recommended. No previous AI experience or programming knowledge is required.

Working language: English. Please **contact the team** if you are unsure about the course level or working language.

CURRICULUM FOCUS

AI-Assisted Planning & Resources / Productivity, Projects & Workflows / Critical & Responsible AI Use

View the course, current editions and fees

02 / INTENDED LEARNING OBJECTIVES

Learning outcomes

The following learning outcomes describe the course's intended direction and objectives. The trainer adapts activities, examples and participant work to the group's goals, experience and learning needs.

01 **AI Assistant Capabilities & Task Selection** - Identify suitable and unsuitable uses of AI assistants in teaching, training, communication, project work and administration.

02 **AI-Supported Lesson & Training Design** - Use AI to draft, adapt and review lesson plans, training structures, activities and learning sequences for defined objectives and learners.

03 **Educational Resources & Professional Communication** - Create and refine educational materials, messages, emails, event communication and other professional content using clear instructions and human review.

04 **Assessment, Feedback & Documentation Support** - Develop draft questions, rubrics, feedback templates, reports and documentation while checking accuracy, fairness and relevance.

05 **Workflow Mapping & Basic Automation** - Map recurring professional tasks, identify appropriate AI-supported steps and explore simple automation while preserving necessary human decisions.

06 **Personal AI Assistant Strategy & Responsible Use** - Design a practical personal AI-assistant strategy with reusable templates, data-awareness rules, review points and realistic implementation priorities.

07 **European Peer Exchange & Institutional Transfer** - Compare AI-supported working practices with European peers, exchange professional approaches and identify strategies that can be adapted to participants' own institutions.

Transfer to practice and intended impact

The programme supports participants in connecting the course learning with their own professional context. Participants consider how relevant approaches, activities or tools could be adapted to their learners, priorities and institutional settings.

1. **Identify a relevant professional need:**
   Consider which learner need, classroom challenge or institutional priority the course learning could help address.
2. **Adapt the approach to your setting:**
   Select the activities, tools or approaches that can realistically be incorporated into your own professional context.
3. **Decide what progress would look like:**
   Consider how changes in practice, learner engagement, learning outcomes or another relevant result could be recognised.

03 / COURSE PROGRAMME | DAYS 1-3

Learning Activities & Training Schedule

SUNDAY / DAY 1

Flexible self-preparation followed by an in person European exchange session, **at 18h30.**

MONDAY - FRIDAY / DAYS 2-6

08:30 - 13h30

5h of training per day · 30h total

This is a typical timetable, subject to the provider's discretion.

DAY 1

Cross-Cultural Exchange, European Educational Context & Course Orientation

- Pre-Session work: Self Preparation to reflect and share your institution's context, cultural background & completion of the Cultural Quiz.
- Welcome, networking and cultural exchange between participants and Erasmus+ team.
- Icebreaking activities and 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.
- Course briefing and planning.

DAY 2

AI Assistants for Education: Uses, Limits & Responsible Practice

- Explore what general-purpose AI assistants can and cannot reliably support in educational work.
- Identify suitable use cases across planning, communication, resources, projects and administration.
- Compare representative assistants and examine differences in outputs, features and limitations.
- Practise writing clear instructions with purpose, context, constraints and expected output.
- Establish responsible-use rules for accuracy, privacy, data sensitivity and human review.

DAY 3

AI-Supported Lesson Planning & Learner Adaptation

- Draft lesson plans, training modules and activity sequences from clear learning objectives.
- Adapt explanations, examples and resources for different learners and professional contexts.
- Generate alternative ideas while checking curriculum relevance, feasibility and pedagogical value.
- Build reusable planning and adaptation templates for future use.

04 / COURSE PROGRAMME | DAYS 4-6

Learning Activities & Training Schedule

DAY 4

Assessment, Feedback, Communication & Documentation

- Develop draft questions, rubrics and feedback structures aligned with defined learning intentions.
- Create and refine professional emails, newsletters, event messages and dissemination content.
- Use AI to support reports, meeting summaries, project applications and routine documentation.
- Check tone, accuracy, fairness, confidentiality and professional accountability.
- Create a small library of reviewed templates for recurring tasks.

DAY 5

Workflow Mapping, Project Coordination & Basic Automation

- Map recurring weekly teaching, project and administrative responsibilities.
- Identify high-value tasks that may benefit from drafting, organisation or simple automation.
- Explore scheduling, timelines, document organisation and task-flow examples using safe data.
- Define human review points and tasks that should not be delegated to AI.
- Design a personal AI-supported workflow connected to a real professional need.

DAY 6

Personal AI Assistant Strategy, Peer Review & Transfer

- Test the proposed workflow and reusable templates against realistic professional scenarios.
- Present the personal AI-assistant strategy and explain selected tasks, tools, safeguards and expected value.
- Use peer and trainer feedback to improve reliability, feasibility and professional control.
- Reflect on European practices.
- Complete course evaluation and Certification.

ADAPTABLE TRAINING

This programme is a planned framework. Specific activities, sequence, exercises and timings may be adapted by the trainer or provider to each group/edition.

COURSE RECORDS

Daily summary and attendance sheets record the schedule and a short account of each day's work, validated by the trainer and signed by the participants.

Edition-specific evidence: Learning Together maintains signed daily training and attendance records. This brochure describes the course framework; additional verification can be based on the records of the particular edition.

05 / LEARNING APPROACH & METHODOLOGY

Learning Together Methodology

Learning Together courses combine guided input supported by presentations and multimedia resources with practical experimentation, creative workshops, case-based learning and hands-on tools. Participants connect the learning to their own professional situations and progressively develop an applied outcome, which may take the form of a presentation, project, session plan, action idea, reflection or another relevant output.

Peer / trainer feedback supports refinement throughout the process, while European exchange encourages participants to compare practices, perspectives and approaches across different educational contexts.

Methods applied in this programme

Guided AI Exploration & Output Evaluation

Participants test representative AI assistants through realistic tasks, compare outputs and learn to improve instructions while identifying limitations, errors and data-awareness needs.

Practical Educational Resource & Communication Workshops

Hands-on workshops develop lesson structures, resources, assessment materials, feedback, messages and professional documents with structured human review.

Workflow Mapping & Personal AI Assistant Design

Participants analyse recurring tasks, explore basic automation and build a personalised AI-supported workflow with clear responsibilities, safeguards and implementation priorities.

Collaborative learning, peer exchange and reflection

Participants work with European colleagues, compare professional contexts, exchange approaches and reflect on how the learning can be transferred to their own institutions.

> **Illustrative example: Designing a Personal AI Assistant Strategy**
>
> Imagine an educator managing lesson preparation, assessment, communication and project responsibilities during a busy week. Participants map recurring tasks, test AI support for selected activities, design reusable prompts or templates and create a personal workflow with clear human review and privacy boundaries. They then evaluate and present the strategy for professional application. This illustrates one possible use; actual activities may vary.

An adaptable learning experience

Learning Together courses are delivered by trainers with relevant professional & pedagogical experience, **who are fluent English speakers**. The trainer may vary by edition, adapting the activities to the group's professional context and learning goals.

Meet our trainers and explore our approach

06 / PRACTICAL INFORMATION & SUPPORT

Everything you need for your training

Your course materials and participant work

Participants receive access to course materials, including slides, presentations, worksheets and exercises made available for the sessions, through a dedicated online folder.

Depending on the activities, groups may also develop action plans or presentations. The output varies with the programme, trainer and group.

Materials to bring: Laptop

Course package

Includes training sessions, digital materials, practical resources, administration and course-week support, welcome kit, coffee breaks and course documentation. Cultural activities and an orientation session **depend on the edition selected** (flights, accommodation & other personal arrangements are not covered).

Check fees and inclusions for your selected course.

Documents & certification

We issue Certificate of Attendance, invoice and support agreed Erasmus+ mobility documents, including Europass Mobility records. Certificate issuance follows the attendance conditions.

Send any additional school forms to our team in advance. Explore document guidance.

Provider & quality

Learning Together operates through registered organisations in every country where services are provided, each with its own Erasmus+ Organisation ID (OID). Our programmes combine clearly defined learning outcomes, participatory methodologies and practical activities, with participant evaluation & feedback at the end of the training.

Provider OIDs: Portugal E10201112 · **Spain** E10417947 · **Poland** E10419682

FROM INTEREST TO A CONFIRMED BOOKING

01
Pre-enrol

Share your course & preferred dates. Pre-enrolment is non-binding; wait for written confirmation before making non-refundable travel bookings.

02
Confirm your place

Our team will confirm availability by email. Complete final enrolment and billing details to secure your place.

03
Plan your travel

Once your booking is confirmed, you can plan your travel. Before travelling, check materials required, timetable and activities in your selected edition.

YOUR NEXT STEP

Ready to plan your course?

Check the current dates, duration, fee and edition status on the course page, then start your pre-enrolment or contact us!

View course & editions ↗ | Pre-enrol ↗

Contact: learningtogether.eu@sinerconsult.pt | +351 229 418 490