

KISHA SIMS

COMPLETE MASTER AI WORKSHOP GUIDE

Flagship Programs

- Additional Workshops
 - Custom Training
-

Practical AI training for organizations, communities, workforce programs, businesses, schools, and professional teams.



Practical. Approachable. Ready to train.

AI EDUCATOR | CERTIFIED PROMPT DESIGN PROFESSIONAL | WORKSHOP FACILITATOR

COMPLETE AI WORKSHOP CATALOG

✦ Practical AI Training That Makes AI Make Sense ✦

Kisha Sims

Certified AI Consultant • Certified Prompt Design Professional

AI Educator • Workshop Facilitator

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FLAGSHIP
READY NOW

33

ADDITIONAL
BY REQUEST

CUSTOM

TRAINING
AVAILABLE

All workshops can be customized by audience, skill level,
organizational goals, and available session length.

Additional workshops are available by request.

Advance scheduling is recommended to allow for
thoughtful preparation and customization.



FLAGSHIP WORKSHOPS

Fully developed programs, ready to schedule and customize.

1

Talk to AI With Intention

Prompting Skills for Work, Careers & Everyday Productivity

Great for: workforce programs, libraries, professionals, adult learners, job seekers, and community organizations.



2

AI for Entrepreneurs

Save Time, Market Smarter & Get More Done

Great for: entrepreneurs, aspiring business owners, side hustlers, freelancers, startups, business hubs, and small-business programs.



3

AI Confidence for Adults 55+

Practical AI for Everyday Life

Great for: senior centers, libraries, active-adult communities, community programs, and adults who want a comfortable introduction to AI.



4

AI for Work

Practical AI Skills for Today's Workplace

Great for: employees, workforce programs, professional teams, employers, career-development programs, and organizations preparing workers for an AI-supported workplace.



5

AI for Educators & Students

Learn Smarter. Teach Smarter. Use AI Responsibly.

Great for: schools, educators, students, youth programs, libraries, academic organizations, and educational nonprofits.



CAREER, WORKFORCE & PROFESSIONAL DEVELOPMENT

Additional workshops available by request.

6

AI for Job Seekers

Use AI for Resumes, Interview Prep, Research, and Career Planning

Great for: job seekers, career centers, workforce programs, libraries, employment organizations, and returning workers.



7

AI for Career Changers

Use AI to Identify Transferable Skills, Explore New Paths, and Prepare for Your Next Move

Great for: career changers, returning workers, adult learners, workforce organizations, and professionals considering a transition.



8

AI Productivity for Busy Professionals

Use AI to Organize, Summarize, Plan, Write, and Save Time

Great for: professionals, teams, associations, employers, managers, and organizations looking to improve everyday productivity.



9

AI for Administrative Professionals

Use AI for Emails, Meeting Notes, Summaries, Planning, and Everyday Office Tasks

Great for: administrative teams, executive assistants, office professionals, support staff, and workforce programs.



10

AI for Managers & Team Leaders

Use AI to Plan, Communicate, Coach, and Lead More Effectively

Great for: supervisors, emerging leaders, managers, department heads, leadership-development programs, and organizational teams.



11

AI for Meetings

Prepare Better, Capture What Matters, and Turn Conversations Into Action

Great for: professional teams, managers, administrative staff, project teams, and organizations with meeting-heavy environments.



12

AI for Human Resources

Save Time, Improve Communication & Use AI Responsibly Across the Employee Lifecycle

Great for: HR professionals, employers, managers, professional associations, people leaders, and HR-development programs.



13

AI for Sales & Client Communication

Research Prospects, Prepare Conversations, Follow Up, and Communicate More Effectively

Great for: sales teams, entrepreneurs, service businesses, consultants, business-development professionals, and client-facing teams.



BUSINESS, ENTREPRENEURSHIP & CREATIVE PRODUCTION

Additional workshops available by request.

14

AI for Small Business Marketing

Create Content, Messaging, Campaigns, and Customer Communication With AI

Great for: small-business owners, chambers of commerce, business hubs, entrepreneurship programs, startups, and local business communities.



15

AI for Customer Service

Create Better Responses, FAQs, Scripts, and Customer Experiences With AI

Great for: customer-service teams, entrepreneurs, nonprofits, service businesses, administrative teams, and small businesses.



16

AI for Local Business Owners

Practical AI for Marketing, Reviews, Customer Communication, and Daily Operations

Great for: brick-and-mortar businesses, service providers, local entrepreneurs, chambers, and neighborhood business organizations.



17

AI for Freelancers & Solopreneurs

Use AI as Your Researcher, Planner, Writer, and Business Assistant

Great for: freelancers, consultants, coaches, creators, independent professionals, and solo business owners.



18

Create Your First Digital Product With AI

Turn an Idea into a Useful Guide, Workbook, Checklist, or Resource

Great for: entrepreneurs, creators, aspiring digital-product sellers, business programs, and community entrepreneurship initiatives.



19

Build a LandingPage With AI

Go From Idea to a Simple Professional Web Presence Without Starting From Scratch

Great for: entrepreneurs, creators, freelancers, startups, and small-business programs.



20

How to Write a Book in a Day With AI

Plan, Draft, Organize, and Refine a Short Book With AI Support

Great for: aspiring authors, entrepreneurs, experts, educators, creators, and professionals who want to turn their knowledge into a book.



21

AI for Creatives & Content Creators

Brainstorm, Plan, Write, Repurpose, and Organize Creative Work With AI

Great for: creators, marketing teams, entrepreneurs, authors, social-media creators, and creative professionals.



PROMPTING, WORKFLOWS, AGENTS & AI TOOLS

Additional workshops available by request.

22

Prompting for Beginners

How to Ask Better Questions and Get Better AI Results

Great for: beginners, libraries, community programs, professionals, seniors, students, and anyone who wants a simple introduction to prompting.



23

From Prompt to Workflow

Turn Repetitive Tasks Into Simple AI-Powered Systems

Great for: professionals, entrepreneurs, administrative teams, small businesses, operations teams, and people ready to move beyond one-off prompts.



24

Build Your First AI Agent

Move Beyond Prompting and Create an AI Assistant That Can Handle Multi-Step Tasks

Great for: tech-curious adults, entrepreneurs, professionals, creators, and business owners ready to explore AI agents.



25

Build Your First AI Employee

Create a Practical AI Assistant for Repetitive Business and Work Tasks

Great for: entrepreneurs, business teams, operations professionals, consultants, and small-business owners.



26

Claude for Beginners

Practical AI Beyond ChatGPT: Use Claude for Writing, Research, Planning, and Productivity

Great for: beginners, professionals, entrepreneurs, creators, educators, and organizations interested in exploring additional AI platforms.



27

Vibe Coding for Beginners

Build Simple Apps and Tools With AI, Even If You Don't Code

Great for: entrepreneurs, creators, tech-curious adults, business owners, and beginners interested in building with AI.



28

Make My AI Clone

Create a Digital AI Version of Your Voice, Style, and Expertise for Content and Business Use

Great for: creators, entrepreneurs, coaches, speakers, educators, experts, and personal brands.



29

Build Your Own Custom GPT

Create a Specialized AI Assistant With Custom Instructions, Knowledge, and a Clear Job

Great for: entrepreneurs, professionals, educators, teams, coaches, consultants, and organizations that want AI tailored to a specific purpose.



COMMUNITY, AI LITERACY, SAFETY & EVERYDAY USE

Additional workshops available by request.

30

Responsible AI for Everyday Users

Privacy, Accuracy, Bias, Hallucinations, and Human Judgment



Great for: libraries, community groups, adult learners, schools, nonprofits, workforce organizations, and general audiences.

31

Can I Trust That?

How to Spot AI Errors, Misinformation, Deepfakes, and Made-Up Answers



Great for: libraries, seniors, parents, students, community groups, educators, and anyone who wants to become a smarter consumer of AI-generated information.

32

AI Safety & Privacy for Everyday People

What to Share, What Not to Share, and How to Use AI More Safely



Great for: libraries, senior programs, families, community organizations, schools, and beginner AI users.

33

AI Research Without the Rabbit Hole

Find, Compare, Verify, and Organize Information More Effectively With AI



Great for: libraries, students, professionals, entrepreneurs, researchers, adult learners, and everyday users.

34

AI for Everyday Life

Plan, Learn, Organize, Compare, Create, and Solve Everyday Problems With AI



Great for: general adult audiences, libraries, community programs, beginners, families, and people who want practical uses for AI outside of work.

35

AI for Parents

Understand How Children Are Using AI and How to Guide Safe, Responsible Use



Great for: parents, caregivers, schools, PTAs, libraries, family programs, and youth-serving organizations.

36

AI for Community Leaders

Use AI to Improve Communication, Planning, Outreach, and Program Development



Great for: community leaders, neighborhood organizations, nonprofits, public programs, civic organizations, and program coordinators.

37

AI for Nonprofits & Community Organizations

Practical AI for Outreach, Communication, Planning, and Limited-Resource Teams



Great for: nonprofits, community organizations, associations, foundations, program staff, and mission-driven teams.

38

AI for Faith-Based Organizations

Practical AI for Ministry Administration, Communication, Community Outreach, and Education



Great for: churches, faith-based nonprofits, ministry teams, religious educators, administrative teams, and community-outreach programs.

CUSTOM AI TRAINING

For organizations with a specific audience, challenge, or learning objective.

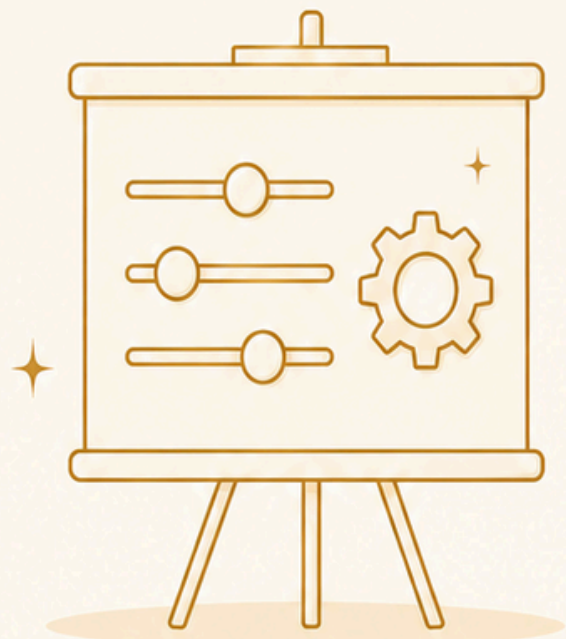
Custom AI Training for Organizations

Training Designed Around Your Audience, Goals, Challenges, and Available Time

Great for: organizations that see something close to what they need in the catalog but want it adapted, or organizations with a different AI-training need.

Custom training requests are reviewed for fit, scope, scheduling, and alignment with Kisha's areas of expertise before acceptance.

Advance notice is recommended so each program can be thoughtfully prepared and customized.



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