Overview ->

- **Duration:** 4 weeks (2×90-minute live sessions per week + self-study)
- **Platform:** Zoom (with breakout rooms), supplemented by WhatsApp/Telegram for Q&A
- **Tools:** GPT-4o Premium (chat, voice, vision), free AI platforms (Canva AI, DALL·E 3, Hugging Face Spaces)
- **Assessment:** Weekly mini-projects + Final "Personal AI Assistant" showcase
- **Certification:** Digital badge + "GPT Prompt Cheat Sheet" for everyday use

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Week 1 → Foundations & GPT-4o Premium™ Essentials

Learning objectives:

1. Grasp what AI is—and isn't—in everyday terms.
2. Experience GPT-4o's chat, voice, and vision capabilities firsthand.

Session	Content	Lab
Day 1	**AI 101 in Plain English** • Definition & history of AI • Common examples (voice assistants, recommendation engines, spam filters) • Rule-based vs. ML (pizza-ordering vs. Spotify-style playlists)	**Live GPT-4o Demo** • Text chat: "Write a poem about spring in Haiku form" • Voice chat: "Summarize today's news headlines"
Day 2	**Getting Started with GPT-4o Premium** • Creating/connecting accounts (OpenAI, free tiers) • Overview: Text, voice, image inputs & outputs • Best practices for prompt design	**Guided Hands-On** • Prompt "Plan a 3-day heritage tour of Kolkata" (text + image context) • Voice prompt "Explain blockchain like I'm 8"

Takeaway: You now know how to wield GPT-4o as your versatile personal assistant—via chat, voice or an image snap.

Week 2 → AI in Everyday Tasks

Learning objectives:

1. Map out AI's role across sectors you care about.
2. Automate routine tasks in under 5 minutes.

Session	Content	Lab
Day 1	**AI at Work & Home** • Healthcare (e.g., diabetic retinopathy screening) • Education (Duolingo tutor, Khan Academy hints) • Finance (fraud alerts, robo-advisors)	**Task Automation** • Draft a professional email to request leave • Generate a week's meal plan (dietary restrictions)
Day 2	**Free AI Tools Deep Dive** • Canva AI for designs • DALL·E 3 for custom illustrations • Hugging Face Spaces for mini-apps	**Build-Your-Own** • Create a social-media post with branded images • Spin up a simple Q&A chatbot (no code)

Takeaway: You'll be able to automate emails, turn ideas into visuals, and leverage free AI in minutes.

Week 3 → Ethics, Risks & Creative Play

Learning objectives:

1. Spot AI's blind spots—bias, privacy pitfalls, deepfakes.
2. Unleash your creativity with AI tools.

Session	Content	Lab
Day 1	**AI's Dark Side Simplified** • Bias case study: facial-ID errors with darker skin tones • Data privacy: what apps collect & how to opt out • Deepfakes: identify tell-tale signs	**Detect & Debate** • Analyze sample AI outputs for bias (text/image) • Compare a real vs. AI-generated clip
Day 2	**Fun with Generative AI** • Canva AI art, DALL·E 3 memes • GPT-4o voice-driven storyboarding • Remix culture: how to ethically reuse AI outputs	**Creative Jam** • In teams, design a short illustrated story or meme series • Present rationale & process

Takeaway: You'll be aware of AI's risks—and know how to harness it to craft art, memes or even mini documentaries.

Week 4 → Future Trends & Final Project

Learning objectives:

1. See where AI is headed & where you fit in.
2. Build a real-world "AI tool for you" and pitch it clearly.

Session	Content	Lab / Project
Day 1	**Tomorrow's AI Landscape** • Emerging roles (AI-augmented teacher, marketer, farmer) • AI in climate science, agriculture & space exploration (short vids)	**Project Kickoff** • Define your "Personal AI Assistant" idea (e.g., GPT-4o recipe helper for busy parents)
Day 2	**Pitch Prep & Showcase** • Storytelling without jargon • Visual aids using GPT-4o's image & voice features	**Final Showcase** • 5-minute pitch + live demo • Peer feedback & Q&A

Certification:
All participants who present a working demo earn a "Mastering AI with GPT-4o" digital badge and a tailored prompt-cheat sheet.

Trainer Notes & Tips

- **Accessibility:** Explain every concept with analogies (pizza orders, playlists, cooking recipes).
- **Relatability:** Use examples drawn from participants' lives—ask them prior about interests.
- **Interactivity:** Keep breakout rooms small (3–4 people) and rotate roles (presenter, scribe, critic).
- **GPT-4o Premium Hacks:**
  - **Vision:** Snap a photo of a whiteboard or document to build on it.
  - **Voice:** Let participants "chat by voice" to simulate hands-free assistants.
  - **Multimodal prompts:** Combine text + image + voice to see how GPT-4o weaves them together.

By the end of Week 4, every learner—whether a retiree exploring new skills or an entrepreneur scouting AI options—will have hands-on experience and a concrete AI-powered tool they built themselves.