



# AI Workshops

## Tailored Workshops

Eduvators tailors our workshops to meet your institutional needs, taking into consideration your:

- Goals and objectives
- Audience(s) (teachers/instructors, staff, administrators, students, combination of participants, etc.)
- Number of participants
- Preferred modality (in-person or online/virtual)
- Preferred duration (60 minutes to 4 hours)
- Preferred AI tools, applications, and topics
- Budget

To get you started, we've provided several workshop descriptions below. These example workshops cover various topics, audiences, and AI tools. While the examples below are generally 90-minute workshops, the depth of content, tools covered, and hands-on activities can be modified so workshops may be conducted within 60 minutes and up to 4 hours.

## General AI Understanding and Use

### AI Basics for Education Professionals

Description: Step into the world of AI in education with this practical workshop designed for college professionals. This session introduces faculty, staff, and administrators to essential AI concepts, tools, and applications specific to educational settings.

Through interactive activities and guided exploration, participants will gain confidence in understanding AI's potential and limitations in their roles.

What Participants Will Experience:

- Be introduced to AI capabilities and limitations
- Overview of key AI tools in education
- Engage with current AI applications in education through interactive polls, demonstrations, and discussions
- Explore real-world examples of AI integration in teaching, learning, and administration
- Develop understanding and frameworks for responsible AI implementation

By Workshop End, Participants Will:

- Understand AI's core capabilities and limitations in educational contexts
- Know how to identify AI tools for specific educational purposes
- Have practical frameworks for implementing AI in their work
- Possess strategies for navigating common AI challenges
- Be equipped with resources and next steps for continued learning
- Have a concrete action plan for AI integration

Target Audience: Teachers/faculty, administrative staff, and academic leaders who want to build a foundational understanding of AI and its practical applications in higher education.

## **Getting Started with AI Assistants: A Hands-on Workshop**

Description: Explore the possibilities of AI assistants with this introduction to essential AI tools. This practical workshop introduces faculty, staff, and administrators to four widely used, general-purpose AI assistants such as ChatGPT, Claude, Perplexity, and Gemini. Participants will learn basic prompt writing techniques and gain hands-on experience using these tools for their specific roles at the college.

What Participants Will Experience:

- Compare the key features and capabilities of general-purpose AI assistants like ChatGPT, Claude, Perplexity, and Gemini
- Differentiate the types of tasks these tools are best suited for
- Write clear, effective prompts to get valuable results from AI assistants
- Apply AI tools to support and streamline everyday tasks in teaching, administration, and student support

By Workshop End, Participants Will:

- Have practical experience using four major AI assistants
- Know basic prompt writing techniques
- Have role-specific examples and use cases that can be implemented immediately
- Possess templates for common educational and administrative tasks
- Know where to find resources for continued learning and practice

Target Audience: Teachers/faculty, administrative staff, and academic leaders who want to start using AI tools effectively in their daily work.

## **Essential AI Tools in Practice**

Description: Unlock the potential of both text and visual AI tools in this hands-on exploration. This workshop introduces faculty, staff, and administrators to versatile AI tools that support a myriad of texts and visual content creation. Through hands-on activities participants will learn to use ChatGPT and Claude for creative tasks, MidJourney for creating custom images, and Adobe Firefly for graphic design. The workshop focuses on hands-on practice with tools that can enhance teaching materials, administrative documents, and student engagement and with real-world use cases specific to educational settings.

What Participants Will Experience:

- Use ChatGPT and Claude for common, creative educational and administrative tasks
- Create custom images with MidJourney for educational materials
- Design professional graphics using Adobe Firefly's AI capabilities
- Apply AI tools to role-specific scenarios
- Practice prompt writing for both text and image generation
- Hands-on creation of educational materials

By Workshop End, Participants Will:

- Have hands-on experience with two leading AI assistants and two visual AI tools
- Know how to write effective prompts for both text and image generation
- Have role-specific examples that can be implemented immediately
- Be able to create custom visuals for presentations and materials
- Know where to find resources for continued learning and practice

Target Audience: Teachers/faculty, administrative staff, and academic leaders who want to use AI to enhance their work with engaging and effective text and visuals.

## Practical AI Applications

### **AI in Action: AI Assistants as Task and Problem-Solving Partners**

Description: Build essential skills for working alongside AI assistants to solve problems and manage tasks more quickly and effectively. In this workshop participants identify areas in their work where AI can help, understand how to use general-purpose AI tools like ChatGPT, Claude, and/or Microsoft CoPilot, and practice practical problem-solving with these tools. By the end, participants will feel confident using AI to simplify their work.

What Participants Will Experience:

- Transform routine tasks into efficient AI-assisted workflows
- The variety of ways AI can assist with tasks and solve problems
- Practice problem-solving techniques using AI tools
- Learn methods for data analysis and insight generation
- Hands-on practice

By Workshop End, Participants Will:

- Recognize where AI can be most useful in their daily work
- Have techniques to break down complex tasks for AI assistance
- Know how to write prompts for task management, problem-solving, and analysis
- Possess templates for common administrative and planning tasks
- Be able to use AI tools for data interpretation
- Have strategies to evaluate AI-generated recommendations

Target Audience: College faculty, administrators, and staff who want assistance with everyday, time-consuming tasks and problem-solving using AI tools.

### **AI-Assisted Decision-Making**

Description: This workshop guides administrators and governance stakeholders in using AI tools to strengthen strategic planning, resource management, and other key decision-making activities. Participants will

learn concrete methods for analyzing data, evaluating options, and making informed decisions using AI assistants. The focus is on applying AI to real administrative challenges in higher education.

What Participants Will Experience:

- Use AI to analyze trends and patterns in institutional data
- Generate strategic scenarios and recommendations
- Learn methods for AI-assisted resource allocation
- Practice data-driven decision-making with AI tools

By Workshop End, Participants Will:

- Have techniques for using AI in strategic analysis
- Know how to evaluate AI-generated recommendations
- Possess templates for planning and resource management
- Be able to structure complex decisions for AI assistance
- Have methods to communicate AI-informed decisions

Target Audience: Administrators, department heads/chairs, governance committees, and leaders responsible for planning, policymaking, and administration

## **AI Assistants for Grant Writing: From Concept to Proposal**

Description: Learn how to use AI assistants to strengthen grant writing processes. Participants learn to leverage AI tools for project development, proposal writing, and application refinement. The focus is on using AI to create compelling proposals while maintaining authenticity and addressing funder requirements.

What Participants Will Experience:

- Use AI to brainstorm and refine project ideas
- Structure proposals using proven frameworks
- Generate clear project descriptions and objectives
- Review and enhance proposal drafts

By Workshop End, Participants Will:

- Have techniques for AI-assisted grant development
- Know how to write effective prompts for proposal sections
- Possess templates for common grant components
- Be able to use AI for proposal review
- Have methods to maintain your voice while using AI tools

Target Audience: Teachers/faculty, administrators, researchers, and staff involved in grant development.

## **Optimizing Educational Workflows with AI: A Process Design Workshop**

Description: Transform institutional processes and procedures through AI-powered analysis and redesign. Participants will learn to map current workflows, identify bottlenecks, and develop more efficient systems using AI assistance. The focus is on practical improvements to common educational processes and administrative procedures. This workshop ranges from a minimum of 90 minutes to 4 hours.

What Participants Will Experience:

- Map existing workflows using AI tools
- Identify process inefficiencies and bottlenecks
- Design streamlined procedures
- Create automated solutions for routine tasks
- Test and validate process improvements
- Hands-on process redesign

By Workshop End, Participants Will:

- Have techniques for process analysis
- Know how to use AI for workflow redesign
- Possess templates for common procedures
- Be able to document new processes clearly
- Have methods to measure improvement outcomes

Target Audience: Administrators, department heads/chairs, managers, and staff responsible for institutional processes and procedures.

## **Creating Custom AI Agents for Education**

Description: Design and build specialized AI agents that serve your unique needs. Using GPTs and similar tools, you'll learn to create custom assistants that can support a range of functions - from teaching and student support to administrative tasks. Through hands-on development exercises, gain practical experience in configuring, testing, and deploying AI agents that align with your objectives. This workshop is available in formats ranging from a minimum of 90 minutes to 4 hours.

What Participants Will Experience:

- Design AI agents for specific educational tasks
- Configure agent personalities and responses
- Set up knowledge bases for your agents
- Test and refine agent performance
- Implement safeguards and limitations
- Hands-on agent building lab

By Workshop End, Participants Will:

- Know how to create custom GPTs and/or agents
- Understand design principles and best practices
- Have built at least one educational AI agent
- Possess templates for common agent types
- Be able to customize agent responses
- Have strategies for effective agent deployment

Target Audience: Teachers/faculty, instructional designers, and staff interested in creating customized AI tools.

## Creative AI Applications

### Creating Engaging Digital Media: An AI Tools Workshop

Description: Master the creation of professional digital content using today's leading AI design tools. Participants will learn to use Canva for presentations and documents, Adobe Firefly for graphics, and Midjourney for custom images. The focus is on producing high-quality visual content for educational and professional use.

What Participants Will Experience:

- Create professional graphics and presentations with Canva's AI features
- Design custom visuals using Adobe Firefly
- Generate unique images with Midjourney
- Build multimedia projects combining multiple AI tools

By Workshop End, Participants Will:

- Know how to use three major AI design tools
- Have created sample projects using each platform
- Possess templates for common educational materials
- Be able to select the right tool for different projects
- Have resources for continued visual content creation

Target Audience: Teachers/faculty, staff, administrators, and content creators who want to create professional visual content for teaching, presentations, and communications.

### Creating Interactive Avatars and Chatbots

Description: Build your toolkit for virtual engagement as you learn to create dynamic avatars and chatbots. Learn to create engaging digital characters using tools like Ready Player Me for avatars and HeyGen for

video characters, combined with AI voice technology. The workshop focuses on practical applications for teaching, student support, and providing interactive learning and other user experiences.

What Participants Will Experience:

- Build customized 3D avatars for online environments
- Create talking video characters for course content
- Design chatbot interactions for student and/or staff support
- Integrate voice and personality into digital characters
- Hands-on creation lab

By Workshop End, Participants Will:

- Know how to create and customize virtual avatars
- Understand character design principles
- Have built a basic talking video character
- Possess templates for chatbot conversations
- Be able to plan interactive learning and user experiences
- Have examples ready to implement

Target Audience: Teachers/faculty, instructional designers, content creators, and staff interested in creating interactive virtual experiences for teaching, student, and user engagement.

## **Creating 3D and 360° Content with AI**

Description: Discover how to build immersive experiences using 3D and 360° technologies. Participants will learn to generate 3D models using AI tools like Luma AI, capture 360° environments, and build interactive experiences and spaces. The focus is on creating engaging content that helps students/users visualize and interact with complex concepts.

What Participants Will Experience:

- Generate 3D models from text descriptions
- Capture and edit 360° environments
- Build interactive learning and engagement spaces

By Workshop End, Participants Will:

- Know how to use 3D and 360° creation tools
- Have created sample immersive content
- Know where to find quality 3D assets
- Be able to plan immersive lessons/experiences
- Have methods for sharing content with students/users



Target Audience: Teachers/faculty, instructional designers, content creators, and staff interested in creating immersive and dynamic learning and user experiences.

## **AI Leadership and Responsible Use**

### **AI Leadership in Education: A Workshop for Senior Leaders**

Description: As AI reshapes education, develop the balanced perspective needed for effective AI leadership. This executive-focused workshop helps educational leaders understand AI's practical capabilities and limitations. Through hands-on exercises with real leadership scenarios, participants learn how AI tools can be leveraged and implemented effectively while maintaining sound judgment and institutional values. The workshop addresses common misconceptions and provides a balanced approach to AI adoption.

What Participants Will Experience:

- Work with actual leadership tasks using AI assistants
- Evaluate AI-generated recommendations for policy decisions
- Understand AI limitations, appropriate uses, and practice risk assessment of AI implementation
- Understand key considerations for institutional AI policies
- Hands-on practice with scenarios

By Workshop End, Participants Will:

- Know how to use AI tools for leadership tasks
- Have methods to evaluate AI recommendations
- Be able to guide responsible AI adoption
- Possess frameworks for AI policy decisions

Target Audience: Board members, superintendents, principals, presidents, chancellors, and senior administrators responsible for institutional leadership and policy decisions.

### **Building Your Institution's AI Responsible Use Framework**

Description: Implement AI with confidence by developing clear guidelines and practices for responsible use. This workshop guides faculty, staff, and administrators through developing sound approaches for AI implementation. Through collaborative activities, participants examine key policies, academic integrity considerations, and implementation strategies that align with institutional values. The workshop balances AI's

educational potential with responsible oversight. This workshop takes a minimum of 90 minutes.

What Participants Will Experience:

- Review real-world examples of effective AI policies in education
- Analyze academic integrity considerations for AI tool use
- Evaluate sample frameworks for responsible AI implementation
- Work with templates to develop guidelines for your institution

By Workshop End, Participants Will:

- Have a draft AI use policy customized to your needs
- Know how to set clear guidelines for AI use in different settings
- Possess sample syllabus statements and student communication templates
- Have strategies to promote academic integrity with AI tools
- Be equipped with an implementation checklist for your institution

Target Audience: Teachers/faculty, administrators, and staff involved in developing or implementing AI policies and guidelines.

## **Managing Students Use of AI**

Description: This workshop helps participants navigate the complexities of AI use with students. Participants explore strategies for managing AI use, addressing bias in AI tools, and fostering transparent discussions about AI in education. The workshop provides concrete methods for promoting responsible AI use while supporting student learning and development.

What Participants Will Experience:

- Learn to identify AI-generated content
- Understand the limitations and biases of AI detection tools
- Explore methods for transparent communication about AI use
- Develop strategies for guiding students responsible AI use with real-world scenarios

By Workshop End, Participants Will:

- Have practical methods to address AI biases
- Know the limitations of AI detection
- Possess templates for student communication about AI
- Have strategies to promote responsible AI use among students
- Be equipped with sample materials incorporating AI tools and use cases

Target Audience: Teachers/faculty, student support staff, and academic leaders who work directly with students and want to promote responsible AI use in education.

## WORKSHOP BUNDLES

Workshop bundles can be conducted consecutively (one right after the other, on the same day) or staggered (with day(s) or week(s) between each workshop). Each workshop combines presentation, demonstration, and hands-on practice with ample time for practice, questions, interaction, and discussion.

### Getting Started with AI in Education

Bundle Duration: 3 workshops (60-90 minutes each)

Description: Begin your journey into educational AI with this carefully structured sequence of workshops that introduces educators to AI fundamentals and practical applications in educational settings. Starting with core concepts and moving to hands-on practice, participants build confidence in using AI tools effectively and responsibly. The series provides a solid foundation for integrating AI into teaching, administration, and student support.

Workshop Sequence:

1. AI Basics for Education Professionals
  - Introduction to AI capabilities and limitations
  - Overview of key AI tools for education
  - Understanding AI's role in teaching and learning, student support, and administration
2. Essential AI Tools in Practice
  - Hands-on experience with ChatGPT and Claude
  - Creating visuals with MidJourney and Adobe Firefly
3. Practical Applications for Education Professionals
4. Responsible AI Implementation
  - Guidelines for responsible AI use
  - Academic integrity and other considerations
  - Developing clear AI policies and procedures

What Participants Will Gain From This Series:

- Working knowledge of essential AI tools

- Practical strategies for AI integration
- Templates and frameworks for immediate use
- Resources for continued learning
- Methods for responsible AI implementation

Target Audience: Teachers/faculty, staff, and administrators new to AI who want to build a strong foundation for using AI tools in education.

## **Creating Educational Media with AI**

Bundle Duration: 4 workshops (60-90 minutes each)

Description: Take control of multimedia content creation with this comprehensive series on AI-powered tools. Participants learn to produce videos, generate music, design graphics, create custom images, and combine these elements into engaging materials. The series focuses on practical, hands-on content creation. Each workshop emphasizes practice with current AI tools, allowing participants to create sample projects they can use immediately.

Workshop Sequence:

1. AI Video Creation for Education
  - Creating video content with HeyGen
  - Adding AI-generated voiceovers
  - Producing educational video presentations
2. Audio and Music Production with AI
  - Generating background music with Suno
  - Creating voice content with Eleven Labs
  - Adding audio elements to presentations
3. Visual Design with AI
  - Creating custom images with MidJourney
  - Designing graphics with Adobe Firefly
  - Building visual assets with Canva
4. Building Complete Multimedia Projects
  - Integrating video, audio, and visuals
  - Creating cohesive educational content
  - Developing engaging presentations

What Participants Will Gain From This Series:

- Skills in AI video production
- Audio creation techniques with AI tools
- AI image design abilities

- Methods for combining media elements
- Ready-to-use content templates
- Resources for continued development

Target Audience: Teachers/faculty, content creators, instructional designers, and staff who want to create professional multimedia content for teaching, outreach, and other stakeholder communications.

## AI for Organizational Excellence

Bundle Duration: 5 workshops (60-90 minutes each)

Description: Through guided exploration, develop comprehensive skills for transforming institutional operations with AI. Learn to use AI for process optimization, strategic planning, and decision-making while incorporating established business frameworks and methodologies. The series emphasizes practical applications using AI assistants to enhance institutional operations. Each workshop combines framework instruction with hands-on practice using AI tools to solve real institutional challenges.

Workshop Sequence:

1. Process Analysis and Workflow Design
  - Using AI to map and analyze workflows
  - Applying process improvement principles through AI tools
  - Creating efficient processes and procedures
2. Strategic Task Management and Problem Solving
  - Breaking down complex tasks for AI assistance
  - Using strategic analysis models with AI
  - Problem-solving with root cause analysis
  - Implementing AI-supported solutions
3. Data-Driven Decision Making
  - Decision matrix analysis using AI
  - Cost-benefit analysis techniques
  - Risk assessment frameworks
  - Stakeholder impact analysis
4. Strategy Setting and Planning with AI
5. Implementation and Change Management
  - Creating implementation roadmaps
  - Developing change management plans

What Participants Will Gain From This Series:

- Process improvement techniques utilizing AI
- Strategic analysis methods utilizing AI

- Decision-making frameworks
- Implementation strategies
- Change management tools
- Templates for immediate use

Target Audience: Administrators, managers, department heads, and leaders responsible for institutional strategy, planning, and operations.

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