

ÜRETKEN YAPAY ZEKÂ: İSTEMLERİNİZİ İÇERİĞE DÖNÜŞTÜRÜR

Doğru istem → Akıllı üretim → Faydalı sonuçlar



SAFE AND SMART AI USE

2-Hour Remote Online AI Literacy Workshop

Live Online Format · Zoom / Google Meet / Microsoft Teams

Facilitator Guide · Participant Workbook · Prompt Library · Quiz · Certificate

Target Audience	Individuals, employees, managers, entrepreneurs, and corporate teams
Format	Live remote workshop · 2 hours · interactive
Participants	Open cohort: 15–60 · Corporate cohort: 10–40
Output	Each participant leaves with a safe-use plan and an improved prompt set
Certificate	Attendance + minimum 80% in the final quiz
Languages	Turkish and English

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1. Workshop Overview

This two-hour live online program teaches participants not only how to use AI, but also when, why, and within which boundaries to use it. For individuals, it focuses on daily life and career productivity; for organizations, it emphasizes safe use, data protection, and output quality.

Learning Outcomes

- Explain the difference between AI, generative AI, and large language models.
- Recognize hallucination, bias, privacy, and freshness risks.
- Write structured prompts and improve outputs.
- Verify AI outputs, check sources, and identify red flags.
- Create a 30-day action plan for individual or organizational use.

2. 120-Minute Program Flow

Time	Section	Content	Method
00–10	Welcome and quick baseline	Purpose, agenda, Mentimeter/Zoom poll	Poll + chat
10–30	How AI Works	AI–GenAI–LLM, input–process–output, tokens and probability	Explanation + live demo
30–50	Safe and Responsible Use	Privacy, data classes, hallucination, bias, copyright, human control	Mini-case + voting
50–55	Micro-break	Step away from the screen	—
55–85	Prompt Design Lab	Role + task + context + constraints + format + quality criteria	Individual practice + peer review
85–105	Verification and Fact-Checking	Source hierarchy, cross-checking, red flags	Live verification exercise
105–115	Individual / Corporate Application Sprint	Solve a work or daily-life scenario	Breakout room / individual work
115–120	Quiz, commitment, and closing	5-question quiz, first action, certificate information	Quiz + chat

3. Module Content and Facilitator Notes

Module 1 — How AI Works

- AI is not an answer machine; it is a probabilistic generation system.
- Input → model processing → output flow; the effect of tokens and context.
- Live demo: ask the same question in two different ways and compare output quality.

Facilitator note: Core message: AI can sound convincing; confidence is not accuracy.

Module 2 — Safe and Responsible Use

- Distinguish personal data, trade secrets, customer data, and internal documents.
- Approved enterprise tools, personal accounts, and shadow AI risk.
- Copyright, attribution, bias, and human approval.

Facilitator note: Mini-case: An employee wants to upload a customer list to an AI tool. Participants vote 'acceptable / unacceptable / conditional'.

Module 3 — Prompt Design Lab

- Seven-part model: Role + Objective + Context + Input + Constraints + Format + Quality criteria.
- Improve a weak prompt, add examples, and define output format.
- Each participant designs a prompt from their own work or daily life.

Facilitator note: The facilitator improves 2–3 examples live; corporate cohorts use department-specific scenarios.

Module 4 — Verification and Fact-Checking

- Source hierarchy: official sources, academic sources, industry reports, news, social media.
- Actually open source links and check date, scope, and relevance.
- Require expert review for critical health, legal, financial, and HR decisions.

Facilitator note: Live exercise: verify an AI-generated claim using two independent sources.

4. Application Sprints

Individual Participant Scenarios

Scenario	Expected Output
Improve a CV or LinkedIn profile	Three improvements + one rewritten section
Create a weekly personal plan	Prioritized seven-day plan
Verify a news item or claim	Short sourced verification note

Corporate Participant Scenarios

Scenario	Expected Output
Prepare an executive summary	300-word summary + actions
Draft a customer email	Professional draft + risk check
Generate process-improvement ideas	Five ideas + impact/feasibility scores

5. Participant Worksheets

Prompt Design Canvas

Field	My Notes
Rol / Role	AI hangi uzmanlık rolünü üstlenecek? / What expert role should AI take?
Amaç / Objective	Tam olarak hangi sonucu istiyorsunuz? / What exact outcome do you want?
Bağlam / Context	AI'nin bilmesi gereken durum nedir? / What context must AI know?
Girdi / Input	Hangi metin, veri veya bilgi kullanılacak? / What text, data, or information will be used?
Kısıt / Constraints	Ne yapmamalı, hangi sınırlar içinde kalmalı? / What must it avoid or limit?
Format / Format	Tablo, liste, e-posta, özet, plan? / Table, list, email, summary, plan?
Kalite ölçütü / Quality criteria	Doğruluk, ton, uzunluk, kaynak, hedef kitle? / Accuracy, tone, length, sources, audience?

AI Output Checklist

- ☐ Are the claims verifiable?

- ☐ Are the sources real, current, and relevant?
- ☐ Does it contain personal or confidential data?
- ☐ Does it include biased, discriminatory, or misleading language?
- ☐ Who provides final human approval?

6. Ready-to-Use Prompt Library

Use Case	Prompt
Summarization	Summarize this text as an executive brief. Use no more than 250 words. Separate key findings, risks, and actions.
Email	You are a corporate communications specialist. Draft a clear, professional email to [recipient] about [topic]. Keep it under 180 words.
Comparison	Compare [X] and [Y] in a table across cost, benefit, risk, implementation time, and sustainability.
Fact-check	Verify the following claim: [claim]. Use only credible and current sources. Provide date and link for each source. Clearly state uncertainties.
Brainstorming	You are an innovation advisor. Generate eight ideas for [topic]. Score each idea for impact and feasibility.
Quality review	Score the following AI output from 1–5 for accuracy, completeness, consistency, source quality, and professionalism. Correct the gaps.

7. Assessment and Certification

A five-question online quiz is delivered in the final five minutes. Live attendance and a minimum score of 80% are required for the completion certificate.

#	Question	Answer
1	What does a confident AI response guarantee?	Nothing; accuracy must be verified separately.
2	Can confidential customer data be uploaded to a general-purpose AI tool?	No.
3	Name three elements of a strong prompt.	Role, objective/task, context, constraints, format, quality criteria.
4	What may a 404 source link indicate?	Hallucination.
5	Who should provide final approval for critical decisions?	An authorized human expert.

8. Facilitator Preparation Guide

- Test the meeting link, waiting room, and screen-sharing permissions.
- Sign in to at least two AI tools such as ChatGPT, Gemini, or Claude.
- Prepare Mentimeter, Zoom Poll, or a Forms quiz in advance.
- For corporate cohorts, customize examples by department.
- Explicitly tell participants not to share confidential data at the start.
- Add an interaction every 10–12 minutes to sustain online attention.

Technical Requirements

Requirement	Description
Platform	Zoom / Google Meet / Microsoft Teams

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Requirement	Description
Participant device	Laptop or tablet; phone as a secondary option
Internet	Stable connection for live demos and breakout rooms
Tools	Mentimeter/Forms, shared document, or Miro/FigJam

9. Corporate Delivery Package

- Two-hour live facilitation
- Participant handbook and worksheets
- Prompt library
- Pre/post quiz summary
- Attendance and completion certificates
- One-page safe AI use checklist for the organization
- Optional: 30-minute leadership debrief

10. Contact and Booking

Corporate planning options:

- Organization-specific examples and departmental scenarios
- Live facilitation in Turkish or English
- Open individual cohort or private corporate cohort
- Online assessment, certification, and follow-up report

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Contact our booking team for a customized scope, date, and participant plan.