

## Real-world AI skills for real-world results

### >> WHO is this for?

Any employee who wants to use AI effectively at work—production, quality, maintenance, engineering, scheduling, procurement, finance, HR, office staff, and leadership. **No technical background required.**

### >> WHAT you'll learn

- What AI is (and isn't)
- How to get better results (asking better questions + quick verification)
- Everyday work wins:
  - Emails, writing, and summaries
  - SOPs, checklists, and training materials
  - Spreadsheets, checklists, and training materials
- Real workplace examples (shop + office)

### >> WHY this matters

AI can save time and improve consistency—but only if used correctly. Learn simple, safe habits that help you get real value quickly (without hype).

### >> WHAT you leave with

- Reusable AI prompts/templates for your role
- A “what not to share” safety checklist
- Confidence using AI the same day
- Shared vocabulary across departments



### ? WHEN

**May 4 - June 8, 2026**

Mondays\* | 5:30 - 7:30 p.m.

*\*No class 5/25 (Memorial Day)*

### 📍 WHERE

**Southern Maine Community College**  
Midcoast Campus (Brunswick)

### Prerequisites

- At least 18 years of age
- High School diploma, GED, or HiSet
- Resident of Maine
- Proof of authorization to work in the U.S.



**GET STARTED NOW!**

email [smccworkforcereg@mainecc.edu](mailto:smccworkforcereg@mainecc.edu) or call **207-741-5955**