

PUT AI TO WORK FOR YOU.

>> WHO is this for?

For people who work with information - office staff, HR, finance, project teams, educators, and managers.

Basic experience with AI chat tools is helpful. **No coding required.**

>> WHAT you'll learn

- Choose the right tool: agent, chatbot, or human
- Give clear AI goals, context, and boundaries
- Use computer tools to complete tasks
- Apply AI to research, reports, and meeting follow-ups
- Build and test a simple no-code agent workflow
- Create and share results through ChatGPT Sites
- Review AI results, protect data, and approve actions

>> WHY this matters

Spend less time on repetitive tasks and more time on work that needs judgment. Practice delegating to AI while staying in control.

>> WHAT you leave with

- A starter agent workflow you build and test
- Reusable instructions and task templates
- A checklist for privacy, accuracy, and approvals
- A ChatGPT Site to present and share your results



NO COST
to trainees!

? WHEN

October 5 - December 14, 2026

Mondays | 3 - 5 p.m.

📍 WHERE

Instructor-led online
via Zoom

Prerequisites

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



GET STARTED NOW!

email smccworkforcereg@mainecc.edu or call **207-741-5955**