



DAILY PROGRAMME

AI Tools for Teachers: Plan, Create and Assess with AI

DURATION 5 days · 25 hours	DAILY SCHEDULE 09:30–15:00 Monday to Friday, with a break for lunch	LANGUAGE English (B1+)
COURSE CENTRES Antalya · İstanbul · İzmir · Mersin · Budapest · Bremen · Rome Dates and cities of the scheduled sessions are listed on the course page.		GROUP SIZE Max 20 participants

Week at a glance

DAY 1 Getting started: AI assistants and how to ask them	DAY 2 Planning lessons with AI	DAY 3 Creating materials: texts, worksheets, images and slides	DAY 4 Assessment and feedback	DAY 5 Your AI toolkit — and the time you save
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Day by day

Day 1

Getting started: AI assistants and how to ask them

- **Icebreaker:** “The task I would hand over first” — each participant introduces themselves and names the one weekly task they would most like an assistant to do; the list stays on the wall all week
- **What AI assistants are:** how they produce text, why they sound certain even when they are wrong, and what they are good and bad at in school
- **Hands-on:** the same request to two different assistants, such as ChatGPT, Microsoft Copilot, Google Gemini or Claude — comparing the answers
- **Asking well:** the task, the context (subject, age, level), the format and what to check — and asking again to improve a weak answer
- **The rules from day one:** no student names, work or personal details in any tool; check the tools your school allows
- **Output:** your personal prompt card, tested on three tasks

Day 2

Planning lessons with AI

- **Warm-up: "Prompt relay"** — groups improve one weak prompt in three rounds and compare the first answer with the last
 - Lesson plans and unit outlines drafted with AI, then fitted to your own curriculum, time and students
 - **Ideas and activities:** starters, discussion questions, games and projects — and checking whether they really work in your classroom
 - Tools made for teachers, such as MagicSchool or Curipod: what they add to a general assistant, and what they cost in time and data
 - **Output:** one lesson from your own teaching, planned with AI and revised by you
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Day 3

Creating materials: texts, worksheets, images and slides

- **Texts and worksheets:** reading texts at the right level, exercises and answer keys — with every fact and answer checked
 - Levelled versions of a text for different readers, with tools such as Diffit or a general assistant
 - **Images and slides:** design tools with AI features, such as Canva — and the questions of copyright and of telling students when an image is AI-made
 - **Checking routine:** correct, suitable for the age, free of stereotypes, and something you would sign your name to
 - **Output:** a materials pack for Tuesday's lesson
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Day 4

Assessment and feedback

- Quizzes and question banks for Tuesday's lesson, drafted with AI, with checked answers and a mix of easy and hard questions
 - Rubrics and success criteria for a task from your own lesson, written with AI and tested against three invented answers the AI writes for you — which you then mark yourself
 - **Feedback:** AI-drafted comments on invented student work, rewritten so they sound like you and help the student take the next step
 - **Homework when students have AI:** redesigning one task so it still shows real learning — in class, spoken, step by step, or about the student's own experience
 - **Output:** a quiz and a rubric for your lesson, and one redesigned homework task
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Day 5

Your AI toolkit — and the time you save

- **Opening session — everyday work:** emails to parents, newsletters, meeting notes and translations, drafted with AI and checked for tone
- **Your toolkit:** the three or four tools you will really keep using, and the prompts that worked best for you
- **Time check:** Monday's wall list revisited — which tasks now take less time, and which are better done without AI
- **A one-page note for your school:** the rules you follow yourself, and what you will ask your school to decide — to share with colleagues and school leadership
- **Output:** your personal AI toolkit and your plan for the first week back

- **Toolkits in plenary:** two or three participants who want to show the prompt that saved them most time do so, by choice
- Course evaluation and feedback
- Certificate ceremony

PLEASE NOTE

Sessions run from 09:30 to 15:00, Monday to Friday, with a break for lunch. Timings can shift a little to suit the venue and the group.

Course activities and content may vary depending on participants' needs and the trainer leading the session; any changes are at the trainer's discretion. If there is a specific topic you would like included, please let us know — content-related requests must reach us at least 3 weeks before the course start date so we can confirm them in time.

ISSUED BY

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COURSE PAGE

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