

OpenAI Academy

Welcome!

AI Skills Jam for Older Adults

OpenAI Academy

SENIOR PLANET
FROM AARP

Welcome

Leave with the confidence to ask ChatGPT for help with an everyday task—and the wisdom to apply it appropriately.

Today's plan

- 01 Welcome
- 02 AI Foundations & Safety
- 03 Break
- 04 Practical ChatGPT Examples & Exercises
- 05 Closing & Thank You
- 06 Optional Practice and Q&A Session
- 07 Final Close

Let's get a quick sense
of who's in the room.

Raise your hand if...

What you'll leave with today

Confident first steps

Start in your own words.

One useful example

Try something that matters to you.

Safer habits

Know what to check and keep private.

Meet someone nearby

Scan, or type this prompt:

Give me 3 friendly conversation starters for adults meeting for the first time at a workshop. Keep each question under 10 words. No introduction.



Pick one question each.
Take turns with your neighbor.



AI Foundations & Safety

AI in everyday life

- Maps suggest routes.
- Phones organize photos.
- Streaming services suggest what to watch.



What is ChatGPT?

An AI assistant

ChatGPT is software that creates a response to what you ask.

Help with everyday tasks

It can explain a topic, help you plan, or create something.

A conversation you guide

Ask another question, add a detail, or say “Explain that more simply.”

Can AI get things wrong?

- Know what **hallucinations** look like.
- AI can invent facts, quotations, citations, or details while presenting them confidently.
- Ask for sources, and double check important details.



Stay in control

Four habits for using ChatGPT

Four Habits of Using AI Responsibly

 Pause before acting

 Verify important answers

 Protect private information

 Ask an expert when it matters

1. Pause before acting



**Take a quick
gut check**

Read the answer before using it.

Does it make sense for you?

What would happen if it were wrong?

2. Protect private information



**Share the task,
not your identity**

Share only what the task needs.

Check photos before uploading.

Never share passwords,
contact information, account
numbers, or other private
details.

3. Verify important answers



**Double check
details & sources**

Check details that affect your plans.

Go to the original, trusted source.

Confirm dates, prices, and places.

4. Ask an expert when it matters



**Gather details
to help you prepare**

Use ChatGPT to get organized.

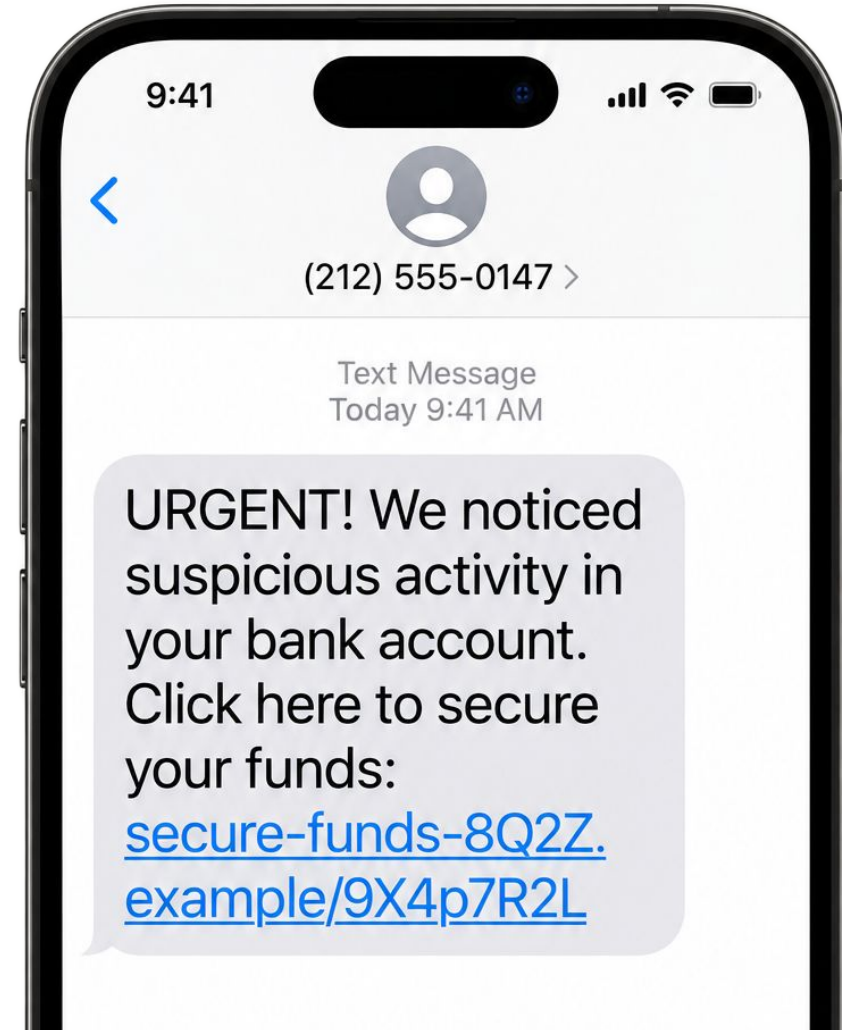
Bring questions to a qualified person.

For health, money, or legal decisions, do not rely on ChatGPT alone.

Now watch me

What I'll ask

Help me understand an unexpected message.



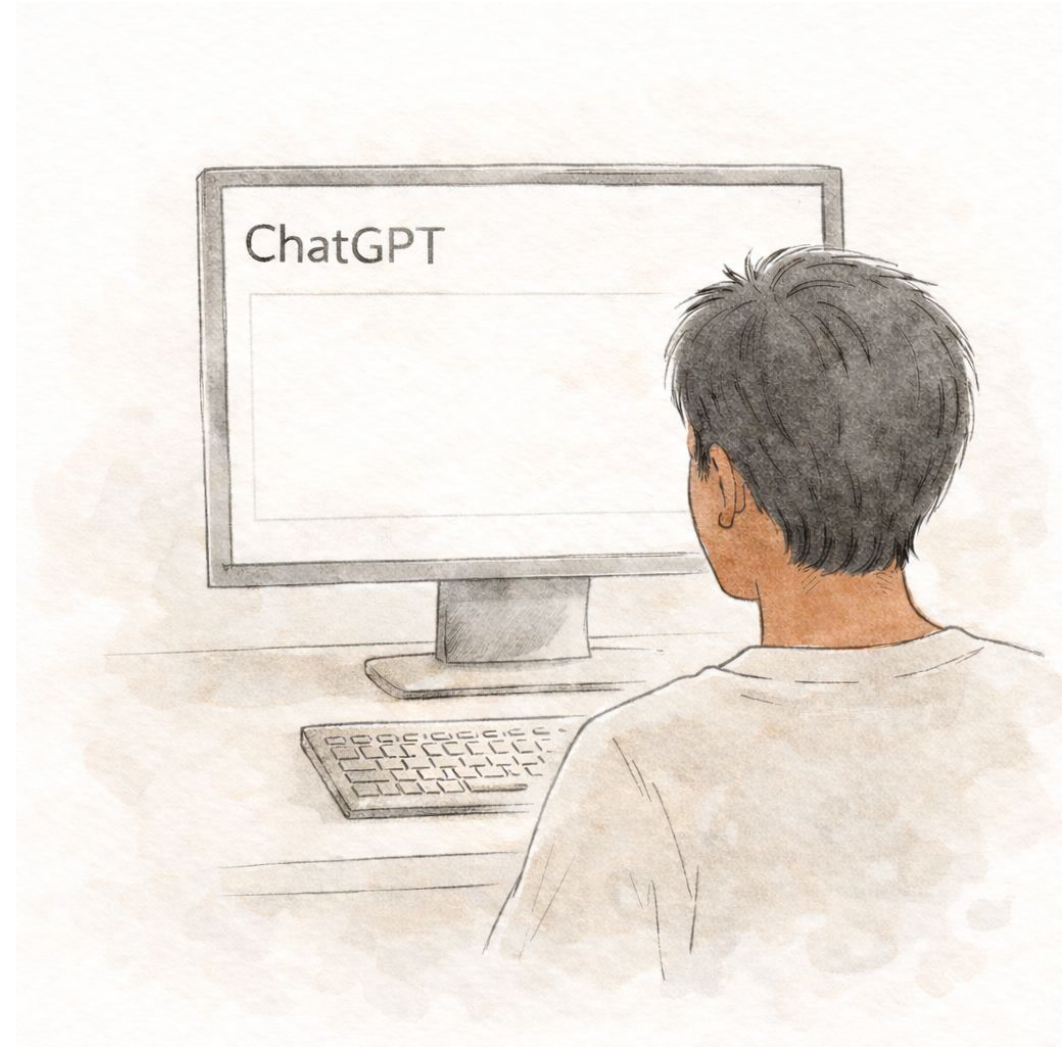
Getting started with ChatGPT

Make the answer fit your needs

Start in your own words

A prompt is what you ask ChatGPT. Type it or say it.

Help me plan a simple weekend outing.



Goal. Context. Output.

Goal

What would you like help with?

Context

What details matter?

Output

How should the answer look?

Goal

Start simple

Help me plan a simple weekend outing.



Context

Add details

In Minneapolis, within a 20-minute drive of downtown.



Output

Refine

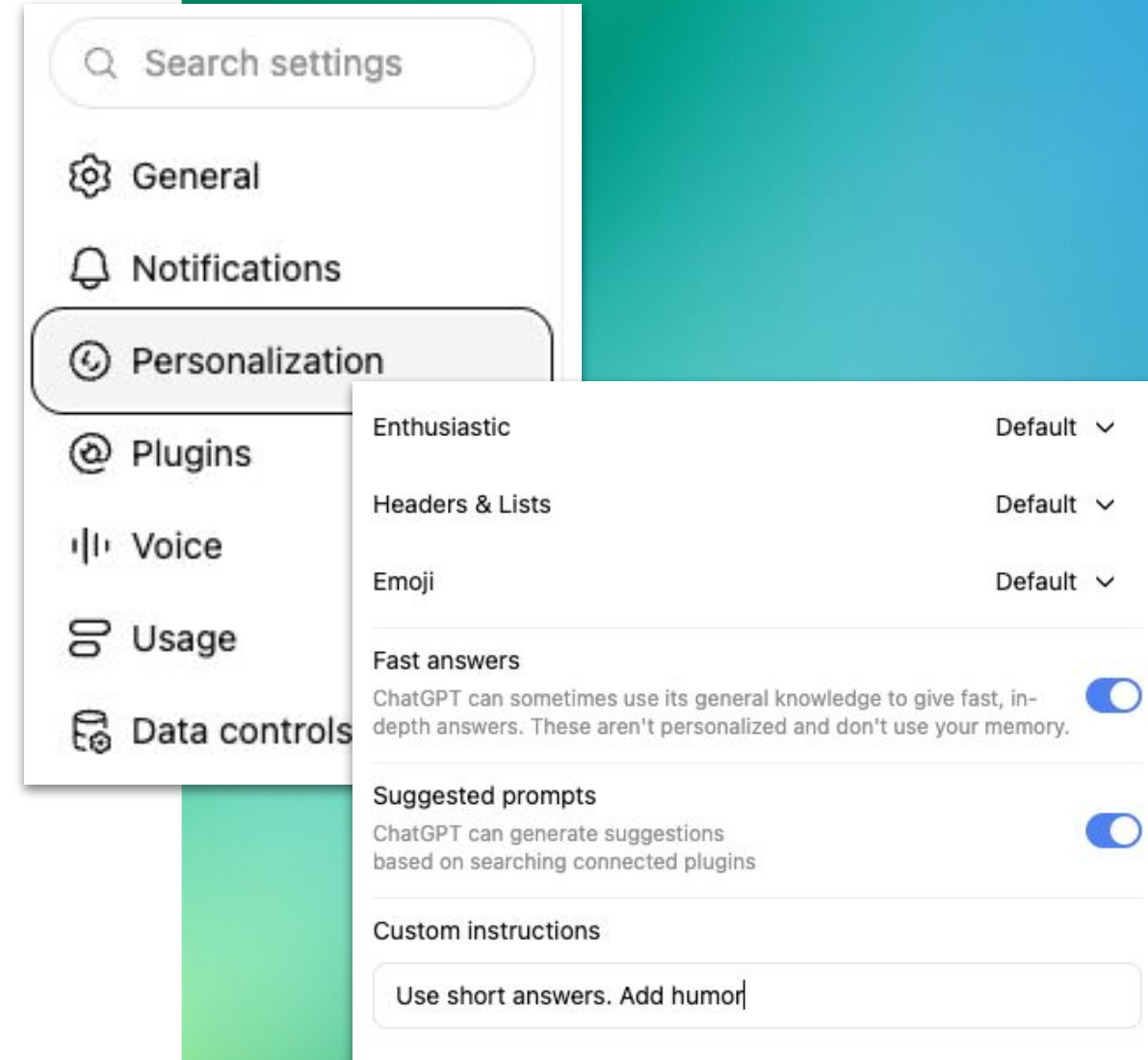
Free, with easy parking. Include Google map link.



Make ChatGPT yours

Settings →
Personalization →
Custom Instructions

Use plain language.
Keep answers brief.
Give one step at a time.



Break

We restart at 11:00.

Practical ChatGPT

Examples & Exercises

Watch



Try



Share



Learn

Understand a topic or a photo

Learn: Gardening help

Start with a question. Then add a photo to show what you mean.

My houseplant has a yellow leaf. What might cause this?
Give 3 short possibilities.



Learn: Decode a repair bill

Ask about one unfamiliar term. Compare the answer with the bill excerpt.

My car repair bill says “OEM oxygen sensor.” Explain this in 2 short sentences.



Any Automotive Repair
 BAR Registration No. **ARD123456**
 EPA Identification No. **CAL76544321**
 12123 Broadway Blvd
 Anytown, CA 90001
 Phone: 555-555-5555
 Fax: 555-555-6666
 E-mail: someone@example.com

Invoice

Invoice # 00001
 Date: December 5, 2011

Customer Information:
 John Doe
 1000 Rubicon Road
 Anytown, CA 90001
 Home/Cell: 555-555-1234 Work/Other: 555-555-5678

Vehicle Information:
 2003 Jeep Wrangler
 Odometer (in) : 103,292 Odometer (out): 103,316
 License: 4BY4CAL
 Engine Displacement: 4.0 Liter Inline 6 Cyl.

Labor Operation or Part Description	Labor/Parts**	Part Quantity	Price
Malfunction Indicator Light (MIL) is on. No driveability concern noted by the customer. Road test, retrieve Diagnostic Trouble Codes (DTCs), diagnose cause, and provide repair recommendation.	Labor		\$80.00
Road tested vehicle, and verified MIL is on and no driveability concerns. Retrieved DTC P0151 (Low Oxygen Sensor Voltage), pulled freeze frame data, and performed test of oxygen sensor circuit per factory service manual. Found upstream Oxygen Sensor faulty. Recommend replacement of Oxygen Sensor, clear DTC and road test to verify repair. Replaced Upstream Oxygen Sensor. Cleared DTC and road tested vehicle. Monitors completed and DTC did not return. Repair Verified.	Labor		\$80.00
	New Oxygen Sensor, OEM* 56041212AE	1	\$80.00
SUBTOTAL LABOR			\$160.00
SUBTOTAL PARTS			\$80.00
SALES TAX			\$4.95
TOTAL			\$224.95

Now watch me

What I'll ask

What might be wrong
with this plant?



Help me understand a
bill.



What I'll check

Compare with the original.
Ask what else is needed.

Learn – Now it's your turn.

Choose one idea—or use
your own.

Replace [brackets] with
your details.

Then ask a follow-up.

Curiosity

Explain [topic] so I can explain it to my grandchild. Use 3 short sentences.



Technology

Help me make text larger on my [device]. Give one step at a time.



A photo

What might be wrong with this plant?
Suggest 3 possibilities, briefly.



Let's hear from you.

What did you try?

Was the response useful?
Surprising?

Plan

Talk through a vacation

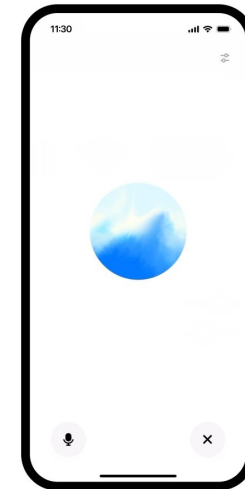
Plan: A vacation

Say what matters to you. If you don't see Voice or hit a limit, type the same question.

Plan a 5 day vacation to Miami for me and my partner.



Make it more relaxing, more art and food, not too much walking in the heat.



Now watch me

What I'll ask

Suggest 3 hotel options good for this itinerary under \$300 per night.

Compare their public reviews.



What I'll try

Talk to ChatGPT using **Voice** and **Dictation**.

Compare options and reviews.

Double check important details.

Plan – Now it's your turn.

Choose one idea—or use your own.

Use Voice or type.

Double check important details.

An afternoon out

Plan a relaxed afternoon in [place]. I enjoy [interest]. Suggest 3 stops.



A gathering

Plan a gathering for [number] people on [budget]. Give a 5-item checklist.



A personal project

Help me plan [a garden project / family visit]. Ask one question at a time.



Let's hear from you.

What did you try?

Was the response useful?
Surprising?

Create

Make an image or a short story

Create: Something fun

Make a coloring page, then write a story about it.

Create a coloring page of a princess turtle gardening.

Write an 80-word story about the princess turtle.



Create: Reimagine a pet

Upload a photo of your pet and ask ChatGPT to transform it.

Create one storybook illustration of this dog as an astronaut.



Now watch me

What I'll ask

Create a coloring page of a princess turtle gardening. Then write a story.



Create one storybook illustration of this dog as an astronaut.



Ways to create

Upload reference photos.

Describe your idea.

Ask ChatGPT to give you different ideas.

Create – Now it's your turn.

Choose one.

No images available? Try the story.

Then ask for one change.

Coloring page

Make one coloring page of [scene].
Large shapes, bold black outlines, no words.



Short story

Write a 100-word story set in [place],
with a [tone] ending.



Cross-stitch idea

Create an image of a cross-stitch
design of [subject]. Use 3 colors and a
clear grid.



Let's hear from you.

What did you try?

Was the response useful?
Surprising?

Take it from here

Keep what works

Save anything you'd like to use again.

Check what matters

Make sure answers fit your needs. Verify details.

Keep exploring

Try ChatGPT for everyday help, new ideas, or fun.

Bonus Time

Optional Q&A and extra practice.

Or, ask mentors for help.

Questions & answers

What would you like help with?

Thank you.

Please share your feedback.

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