AI Prompting for Beginners: How to Get the Help You Need

Welcome to this beginner-friendly webinar designed especially for aging in place professionals who want to harness the power of AI without needing technical expertise. Today, we'll explore how AI prompting can become your personal assistant, helping you save time and enhance your services with just a few simple words.

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AI Prompting for Beginners: How to Get the Help You Need

Welcome to this webinar designed specifically for non-tech-savvy professionals in the aging in place industry. Today, we'll demystify AI prompting and show you how it can become a valuable tool in your daily work - no technical background required!

This session is crafted with beginners in mind - those who are curious about tools like ChatGPT but might feel hesitant about diving into new technology. I promise to keep everything simple, practical, and directly applicable to your work.

Simple Approach

Learn AI prompting in plain English without technical jargon

Time-Saving

Discover how AI can help you work more efficiently

Practical Application

See real examples relevant to aging in place professionals

Welcome to Your AI Journey

Hi there, and welcome! I'm delighted you've joined us today. I understand that technology can sometimes feel overwhelming—especially when it evolves so rapidly. But I promise, what we'll cover today is simple, practical, and designed for real people like you and me.

You absolutely don't need to be "techy" to get tremendous value from this session. This webinar is specifically created for beginners—professionals who are curious but perhaps a bit hesitant about using AI tools like ChatGPT in their work with older adults.

Take Your Time

AI is evolving every single day (if not every hour) so don't expect to know it all. Just learn as you go, like the rest of us!

Designed for You

I want to focus this specifically on AIPPs – so if I stray, please let me know. There's just so much to go over!

Practical Learning

The overall purpose of using AI is to reduce the time you spend on certain tasks and to make your work easier.

What You'll Learn Today

In today's session, we'll walk through everything you need to know to start using AI prompting effectively in your aging in place practice. We'll keep everything straightforward and directly applicable to your daily work.

AI Prompting Basics

Understanding what AI prompting is in plain, everyday English

Time-Saving Benefits

Why it can be a valuable tool for your work with older adults

Real-World Examples

Practical applications for your daily tasks and client interactions

Writing Effective Prompts

How to create simple, clear prompts that get excellent results

Plus, you'll see a live demonstration of AI prompting in action, and I'll provide you with a free cheat sheet containing 10 ready-to-use prompts you can try immediately after our session.

What Is AI Prompting?

Let's start with the basics. AI prompting is much simpler than it might sound. It simply means typing a request or question into a tool like ChatGPT, and receiving a helpful response—just like asking a smart assistant for help.

That's it! No coding or programming required. Just asking questions or giving directions in plain, everyday language that you already use.

Client Communication

"Can you help me write a welcome email for a new client who needs home modifications?"

Content Creation

"Give me 5 blog post ideas about home safety for older adults with mobility challenges."

Information Processing

"Summarize this article about fall prevention in three key points I can share with clients."

If you can write an email or send a text message, you already have all the skills you need to write effective AI prompts!

Think of It Like Talking to a Helpful Assistant

The easiest way to understand AI prompting is to imagine having a helpful assistant sitting right next to you, ready to assist whenever you need. You wouldn't use technical language with a human assistant, and you don't need to with AI either.

You might simply say: *"Hey, I need a checklist for fall-proofing a bathroom for my elderly client. Can you help me make one?"* That's exactly how you talk to AI tools – natural, simple, and straightforward.

Natural Language

Use everyday words and phrases just as you would in conversation

Straightforward Requests

No need for complex formatting or technical terminology

Clear Direction

Just be specific about what you need help with

Always Available

Get assistance whenever you need it, day or night

Let's Look at a Few Prompt Examples

The key to getting helpful responses from AI is being clear about what you want. Let's compare some examples to see the difference between vague and effective prompts.

Not-so-great prompt:

"Write a blog post."

This is too vague. You'll likely get something generic that doesn't match your needs or your audience. The AI has no guidance on topic, tone, length, or purpose.

Much better prompt:

"Act as a geriatric care manager. Write a friendly blog post for adult children who are helping their aging parents stay safe at home. The topic is grab bars in the bathroom. Make it easy to understand and encouraging."

This gives clear direction about the audience (adult children), topic (bathroom grab bars), and tone (friendly, encouraging). The AI now has enough information to create something useful.

The difference is in the details. By providing context and specific requirements, you'll get results that are much more relevant and ready to use with minimal editing.

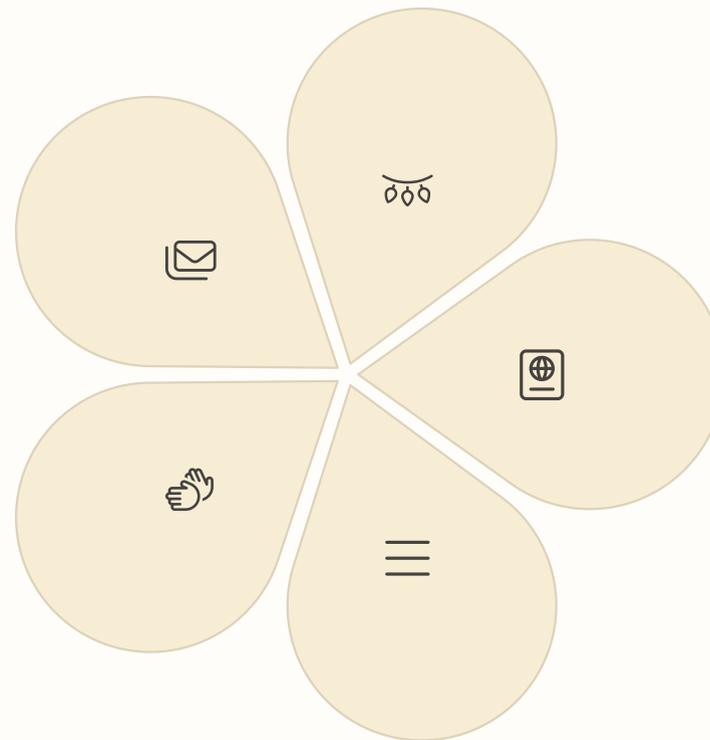# Why Use AI Prompting as an Aging in Place Professional?

As an aging in place professional, you juggle multiple responsibilities daily. You're a problem-solver, communicator, small business owner, caregiver, and community advocate—often all at once. AI prompting can help lighten this load in numerous practical ways.

Content Creation

Generate ideas when you're experiencing creative blocks

Client Communication

Save time writing emails, follow-ups, and information sheets

Business Documents

Draft better proposals and service descriptions

Client Education

Translate complex concepts into easy-to-understand language

Organization

Create outlines, checklists, and structured plans

Remember, you don't need any special technical skills to leverage these benefits. If you can type a question, you can use AI to enhance your practice.

Live Demo – Let's Try Some Prompts

Now let's see AI prompting in action with some real-life examples relevant to your work as aging in place professionals. These demonstrations will show you just how fast and simple this process can be.

Writing a Client Email

"Write a short, warm email to a new client who just booked a home safety consultation. Let them know what to expect and how long the visit will take."

Creating a Checklist

"Make a checklist for home modifications that help a senior with limited mobility stay safe in the bathroom."

Brainstorming Ideas

"Give me 5 topic ideas for a Facebook post about aging in place services."

Notice how you don't need to worry about special formatting or technical language. You can simply type as if you were talking to a colleague, using natural, conversational language to get helpful results in seconds.

4 Tips for Great Prompts

Creating effective prompts doesn't require technical expertise, just a bit of structure. These four simple tips will help you get consistently useful results from AI tools, saving you time and frustration.

Be clear and specific

You can begin with something like *"You are a contractor who specializes in bathroom renovations."* Then state exactly what you want (write an email, make a checklist, give ideas)

Include the audience

Specify who you're addressing (seniors, adult children, healthcare providers)

Set the tone

Indicate the desired style (friendly, professional, compassionate)

Specify the format

Request the output structure (list, email, paragraph, social media post)

The cheat sheet that I downloaded for you (here on the website page where this webinar is presented) will guide you through the specific prompts that I use to help you create the best content possible.

Your Turn – Let's Try One Together!

Now it's time for some interactive learning! If you're feeling comfortable, type a question or prompt into the chat box related to your work as an aging in place professional. I'll select one or two examples to run through the AI live so we can see the results together.

This is a no-pressure opportunity to see how AI prompting works in real-time with questions relevant to your specific needs. Don't worry about getting it perfect – this is just a fun way to demonstrate the process and possibilities.
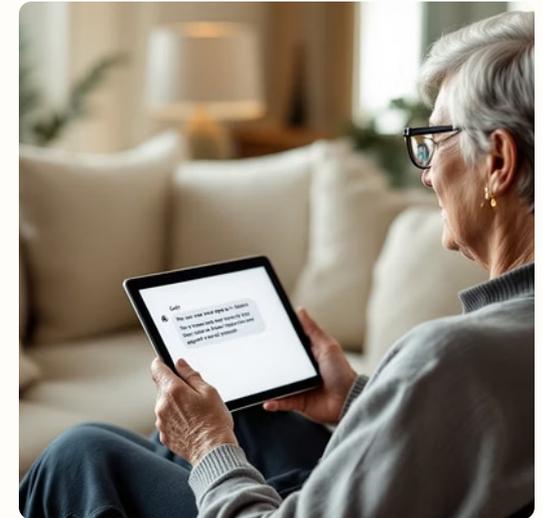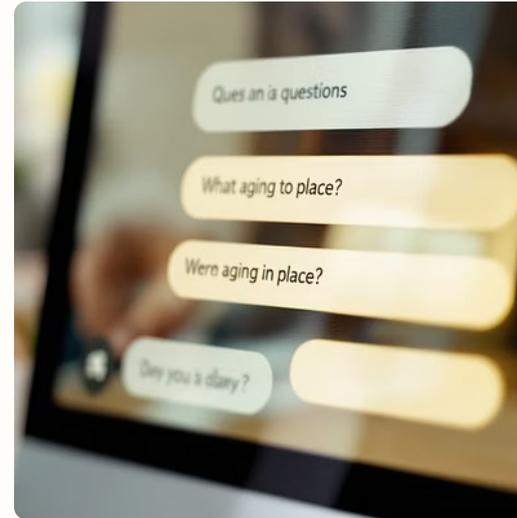
Remember, there are no wrong questions! This is your chance to see how AI might help with a specific challenge you're facing in your practice or with your clients.

Common Concerns

It's natural to have questions about incorporating AI into your professional practice. Let's address some of the most common concerns that aging in place professionals typically have about using AI tools.

1

Will AI Replace Me?

No. AI is a support tool—not a replacement for your expertise, compassion, or human connection. It can help you work more efficiently, but the heart of your service remains uniquely human.

2

Is It Safe For Client Info?

Avoid entering sensitive information like names, addresses, or medical history. Think of AI as a brainstorming partner—not a place to store or process confidential client records.

3

Which Tool Should I Use?

For beginners, ChatGPT (chat.openai.com) offers a free version that's user-friendly. Microsoft's Copilot is another option if you already use Word or Edge browser.

Free Resource – Prompt Cheat Sheet!

As promised, I've created a valuable resource to help you implement what you've learned today. This free Document on the website page where this webinar is presented gives you everything you need to start using AI prompting immediately after our session.

Again, remember that AI is changing every single day, so these prompts are working well for me today but I am always updating them, changing them, trying to make them better.

I encourage you to do the same.

Final Thoughts

As we wrap up today's session, remember that becoming proficient with AI prompting doesn't require technical expertise. You don't need to understand how AI works behind the scenes—you just need to be willing to experiment and learn through practice.

Think of AI prompting as a new tool in your professional toolbox—a smart, always-available assistant you can turn to when you're stuck, stressed, or short on time. It's there to support your work, not replace the invaluable human connection you provide to your clients.

Start Simple

Begin with basic prompts for tasks you do regularly, like drafting emails or creating checklists.

Practice Regularly

The more you use AI prompting, the more comfortable and skilled you'll become.

Refine Your Approach

Learn what works best for your specific needs and adjust your prompts accordingly.

You've got this. And I'm here cheering you on every step of the way as you incorporate this powerful tool into your aging in place practice.

Where To Learn More About AI

If you're interested in keeping up with all the advancements that AI has to offer, here are some resources.

Here's a curated list of **AI resources for beginners and non-tech-savvy folks**—including **podcasts, websites, and newsletters**—that explain AI in simple, friendly terms without overwhelming jargon. These are great for aging in place professionals and small business owners who just want to understand and use AI practically.

🎧 Podcasts for Beginners (Non-Techy Friendly)

1. AI For Humans

Hosts: Kevin Pereira & Gavin Purcell
Fun, casual show that explains AI tools like ChatGPT in real-world terms—great for people who want to use AI without learning how it works behind the scenes.
🌐 **https://aiforhumans.show**

2. The Artificial Intelligence Show

Host: Paul Roetzer (Marketing AI Institute)
Short, digestible episodes focused on how AI affects business, marketing, and everyday work.
🌐 **https://www.marketingaiinstitute.com/podcast**

3. Everyday AI Podcast

Host: Jordan Wilson
Made for busy professionals who want to understand how to *use* AI—not build it. Covers real use cases, not tech talk.
🌐 **https://www.youreverydayai.com**

🌐 Websites with Beginner-Friendly AI Content

1. Exploding Topics – AI for Beginners

Clear articles that break down tools, trends, and beginner guides for understanding how AI fits into different industries.
🌐 **https://explodingtopics.com/blog/ai-for-beginners**

2. The Marketing AI Institute

A great site for small business owners and service providers. Simple language, practical applications, and tons of how-to guides.
🌐 **https://www.marketingaiinstitute.com**

3. Futurepedia

Like a catalog of AI tools—but with short, plain-English descriptions and links to try them. Great for exploring without needing a tech degree.
🌐 **https://www.futurepedia.io**

✉️ Newsletters for Non-Tech Folks Curious About AI

1. The Rundown AI

Short, daily updates written in plain language. Keeps you in the loop without making your eyes glaze over.
🌐 **https://www.therundown.ai**

2. Superhuman

A twice-weekly email that explains how to use AI tools in business, marketing, and productivity—with real-life use cases.
🌐 **https://superhuman.ai**

3. Ben's Bites

Written like you're hearing from a smart friend. Quick reads, with links to useful tools and how people are using AI today.
🌐 **https://www.bensbites.co**

✅ Bonus: YouTube Channel for Visual Learners

WhatisAI (YouTube Channel)

Explains AI concepts visually, often in 5–10 minute videos. Perfect for people who learn best by watching.
📺 **https://www.youtube.com/@WhatisAI**