



LIFE3
TECH & AI LITERACY

FROM TECH ANXIETY TO TECH LITERATE.

Building confidence and practical skills with technology and AI.

LIFE3's Tech & AI Literacy program introduces participants to foundational AI skills, and repeatable AI-enabled workflows. The program is designed to help people progress from tech anxiety, to tech confidence.

2

COHORTS
LAUNCHED

5

AI AGENTS
COVERED

75

PARTICIPANTS
REACHED



LIFE3 COHORT · HYBRID DELIVERY

Omar Duran shared insight into the future usage of AI and taught how to best use it for professional growth.

Richard Maldonado shared insights on how to protect yourself from current/future attacks will look with AI.

Participants in the Tech & AI Literacy series. We thank you in advance for leading the future of America.

First cohort delivered in April 2026.

Second cohort launched in July 2026.

Next cohort coming soon.

PROGRAM OVERVIEW

Tech & AI Literacy at a Glance.

A program that takes people from **tech anxiety**, to **tech confidence**, to the ability to **leverage technology** for career, business, and organizational growth.

2 hrs

PER SESSION

3

LIVE SESSIONS

6

TOTAL HOURS

4

AI TOOLS LIVE

ChatGPT, Fireflies, Genspark,
Lovable.

3

AUDIENCES

Seekers, contractors, workforce
staff.

100%

BEGINNER-FRIENDLY

No prior experience required.

CORE PROMISE

Participants don't only learn what AI is. They learn how to:

- Manage information more effectively
- Structure disorganized data and documents
- Communicate professionally
- Use AI responsibly
- Build repeatable workflows
- Produce career or workplace assets

WHY IT MATTERS NOW

Tech & AI skills shape who gets hired.

Tech and AI skills now influence the market in every sense.

NEW YORK WORKFORCE CONTEXT

Clean-energy hiring is accelerating, we're here to help the community meet the demand.

6,000

new clean-energy jobs in NY, 2024

185,000

total clean-energy jobs statewide

135,000

building decarbonization and energy efficiency

NYC's **Local Law 97** sets emissions limits for buildings over 25,000 sq ft. supporting city goals of **40% emissions reduction by 2030** and **net zero by 2050**.

Source: NYSERDA · NYC Buildings · Local Law 97

FEDERAL ALIGNMENT

The U.S. Department of Labor's AI Literacy Framework names five capabilities.

- 01 Understand basic AI principles
- 02 Explore how AI can be used
- 03 Direct AI tools effectively
- 04 Evaluate AI-generated outputs
- 05 Use AI responsibly

Source: U.S. Department of Labor · TEN 07-25

WHO IT SERVES

One technology foundation. Multiple workforce applications.

LIFE3 supports three interconnected groups, each with a different way of putting the same fluency to work.

01 | AUDIENCE

Job seekers & early-career professionals

- Resumes, emails, cover letters
- Job research and interview prep
- Application tracking
- Portfolios and websites

02 | AUDIENCE

Clean-energy contractors & small businesses

- Proposals and scopes
- Job descriptions
- CRM and lead management
- Marketing and websites
- Operations and scale-up

Use case: A real contractor conversation, transcribed and paired with company-website context, produced a usable job description.

03 | AUDIENCE

Workforce-development staff & organizations

- Meeting notes
- Participant communications
- Reporting and compliance
- Curriculum & SOPs
- Knowledge management

CURRICULUM

From digital fundamentals to practical AI workflows.

01 | MODULE

Foundational technology literacy

- Local vs. cloud storage · file naming
- Structured vs. unstructured information
- Meeting notes · privacy awareness

02 | MODULE

AI fundamentals

- What AI is · LLMs · machine learning
- Capabilities, limits, hallucinations
- Human review and accountability

03 | MODULE

Prompting framework

Context + Task + **Desired Output**

Tell the AI the situation, what to do, and what shape you want back.

04 | MODULE

Responsible AI use

- Disclose AI use when appropriate
- Avoid personal or sensitive data
- Verify facts · apply human judgment

TOOLS DEMONSTRATED

Practical exposure to four core tools.

Free versions encouraged.

01 **ChatGPT**
Writing, research, planning, brainstorming

02 **Fireflies**
Meeting recording and transcription

03 **Genspark**
Presentations and content creation

04 **Lovable**
No-code websites and prototypes

HOW IT WORKS

Learn. See. Apply.

Three stages that combine concept, demonstration, and hands-on practice rather than relying on lecture alone.

THREE-STAGE DELIVERY

1

Learn

Concepts, AI terms, prompting, privacy, responsible use.

2

See

Facilitators demo real workflows: prompts to prototypes.

3

Apply

Guided exercises on participants' own devices, leaving with a real asset.

PROGRESSION

Tech anxiety → Tech confidence → Tech leverage

Small wins and repeatable habits support automated workflows.

Normalize

Mistakes expected.

Personal

Tied to real goals.

Doable

Wins you can build on.

DELIVERY FORMATS TESTED

Hybrid instruction – live, in-person, and over Zoom.

Live Zoom

In-person

Hybrid

Facilitator demos

Guided account setup

Hands-on exercises

Recordings & templates

Certificates & post-surveys

July 2026 delivery combined an in-person audience with remote Zoom participants.

ACHIEVEMENTS TO DATE

From pilot concept to a repeatable training model.

What the program turned into between the first cohort and the second.

COHORT MILESTONES

APR 2026 · COHORT 1

First cohort delivered.
April 2, April 7, April 9.

Three-part pilot covering AI fundamentals, professional development, prompting, project organization, transcript analysis, documentation.

JUL 2026 · COHORT 2 **REPEAT DELIVERY**

Second cohort launched – hybrid delivery.

Confirms the pilot progressed into a repeat cycle. In-person audience with remote Zoom. Hosted by A Chance in Life, funded by Youth WINS, with Energy EDC support.

HANDS-ON PRACTICE

Session 1 produced real assets using ChatGPT, Fireflies, Genspark & Lovable.

- Converted messy information into structured outputs
- Applied the structured prompting framework
- Connected AI use to real workforce needs

PROGRAM INFRASTRUCTURE

Built during March 16 – April 15, 2026.
3 interns · ~25 hrs/week.

3	5+	2	4
transcripts & 1 tracker	posts & 3 campaigns	trackers & 1 survey	security recommendations



GOALS, GROWTH & MEASURES

Scale the model without losing hands-on experience.

Move from the six-hour pilot to a longer curriculum and define measures that distinguish *outputs*, *learning*, and *long-term impact*.

ORIGINAL TARGET

Staten Island engagement — AI & tech-literacy opportunity.

~75

PARTICIPANTS TARGETED

PROGRAM-DEVELOPMENT GOALS

Place materials into an LMS

Pre/post-training assessments

Reusable instructor guides & scripts

Cybersecurity & data-privacy modules

Connect to clean-energy training pathways

DISTINGUISH OUTPUTS, LEARNING, AND LONG-TERM IMPACT.

REACH

Registrations, unique participants.

SATISFACTION

NPS, feedback, instructor observations.

PARTICIPATION

Attendance, completion rate, hands-on completion.

CAREER IMPACT

Applications, interviews, promotions, training.

LEARNING

Pre/post confidence, AI knowledge, prompting.

BUSINESS IMPACT

Proposals, leads, websites, CRM, time saved.

PRODUCTION

Resumes, websites, summaries, workflows produced.

ORGANIZATIONAL

Workflows implemented, documentation, admin time saved.