

AI FLUENCY

LEARNING JOURNAL

12 Steps to AI Fluency: Work • Life • Leadership

Participant Name	
Job Title / Role	
Organisation	
Department	
Line Manager	
Date Started	
Date Completed	



Practice. Reflect. Grow.

Practice Pause. Take a few moments to complete the activity before moving on.



How to Use This Journal

Download and open this journal before you begin the course. It is your personal record of learning throughout the **12 Steps to AI Fluency** course, designed to help you reflect critically — not just on what the AI produces, but on what you think about it.

Complete each section as you work through the course. Be honest, specific, and use your own words. There are no right or wrong answers — the value is in the thinking.

*If you are completing this journal as part of an **organisational training programme**, your line manager or L&D team may ask you to share the Summary Record on the final page.*



You do not need to complete this journal in one sitting. Most reflections take just a few minutes after each

section. There are no right or wrong answers — the value is in the thinking.

EdtecPro

Section 1 Before the Course

Take a few minutes to record your starting point. This will help you see how far you have come by the end of the course.

What did you already know about AI before starting this course? Think about news, tools you may have used, or conversations you have had about AI.

How had you used AI tools before this course, if at all? List any tools (e.g. ChatGPT, Copilot, Gemini) and describe briefly how you used them.

How did you feel about AI before starting this course? Why? Consider your level of confidence, any concerns, and your general attitude.

My confidence with AI tools before the course	1 Not confident	2 Slightly	3 Fairly	4 Confident	5 Very confident	Circle →
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Section 2 Foundations of AI Fluency

List three responsible AI practices you learned in this section. Use your own words rather than copying from the course.

When should AI NOT replace human judgment? *Think of at least two specific situations relevant to your own work or life.*

Define the following key terms in your own words:

Prompt *What do you give the AI, and why does it matter?*

Directing AI Effectively *How is this different from simply asking a question? What makes the difference?*

AI Hallucination *Why is this a risk, and what should you do about it?*

Large Language Model (LLM) *What is it trained on, and what does it do?*

Section 3 Reflections on the 12 Categories

Use the table below to record your key insight from each activity and one way you could apply that category in your own work or studies.

Category	Key insight or observation	How could I use this at work?
----------	----------------------------	-------------------------------

1. Editing or Proofreading		
2. Instruction		
3. Creative Writing		
4. Evaluation		
5. Summarization		
6. Conversation		
7. Data		
8. Code Generation		
9. Guidance & Advice		
10. Research		
11. Question		
12. Translation		

Individual Category Reflections

Editing or Proofreading

What changed in the output when you refined your approach?

Instruction

Would you trust AI alone for technical or safety-critical procedures? Why or why not?

Creative Writing

Where did the AI surprise you, and where did it feel predictable or clichéd?

Evaluation

How did adding specific criteria change the quality of the AI's response?

Summarization

Did changing the format or word limit affect clarity or accuracy? What did you notice?

Conversation

Did the dialogue feel natural? What made it work — or not work?

Data

Was the generated data realistic? What follow-up question should you always ask?

Code Generation

How could AI-generated code be useful in your work, even if you cannot code?

Guidance & Advice

What made some advice feel reliable and other advice feel generic?

Research

When should AI research always be double-checked with other sources?

Question

How did AI compare to a search engine? When would you choose one over the other?

Translation

What risks exist when translating professional or official content with AI?

Section 4 Skills & Growth

What new skills did you develop during this course? Think about both practical skills (directing AI effectively, evaluating outputs) and thinking skills (checking outputs carefully, knowing when to question the AI).

How has your mindset about AI changed since starting this course? Consider your level of trust, your awareness of limitations, and your confidence in using AI responsibly.

What I was uncertain about before	What I feel more confident about now
-----------------------------------	--------------------------------------

My confidence with AI tools after the course	1 Not confident	2 Slightly	3 Fairly	4 Confident	5 Very confident	Circle →
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Section 5 Application to My Work & Life

List three ways you can immediately apply AI in your work or studies. Be as specific as possible — name the task, the tool, and how you would use it.

Which of the 12 categories will be most useful in your day-to-day work? *Explain why, and give one example of how you would use it.*

What concerns or questions do you still have about using AI? *These might relate to ethics, accuracy, privacy, or your specific work context.*

Section 6 Final Reflection

Complete this sentence in your own words:

“AI fluency means...”

What is one commitment you will make as a result of this course? *Make it specific, realistic, and time-bound.*

Section 7 My AI Fluency Action Plan

Use this table to set yourself three concrete commitments for applying your AI fluency skills after the course.

Area	What I will do	By when
Work / Projects		
Learning & Development		
Team / Colleagues		

Who could support you in applying what you have learned? *Think about colleagues, managers, learning groups, or further courses and resources.*


Section 8 Optional: Final Challenge

This optional section is for learners who want to go further.

Ask your AI: *“Based on my work across the 12 categories, suggest 3 responsible, high-impact ways I can use AI effectively in [your work or study field].”*


Paste or summarise the AI's response below.

Evaluate the AI's response. Was it useful, generic, or surprising? What would you change about the prompt to get a better result?



Practice. Reflect. Grow.

Real progress is happening right here — not at the finish line.



SUMMARY RECORD

For workplace records, LMS upload, or line manager review

Participant Name	
Organisation / Department	
Line Manager	
Date Completed	
Assessment Score (if applicable)	

Three key things I learned from this course:

One immediate change I will make to how I use AI at work:

One area where I still want to develop my AI fluency:

Participant signature:
Date:

Line manager signature:
Date:

