



# SMART LUNCH

Bite-Sized Learning for Big Results

POWERED BY LCC WORKFORCE EDUCATION

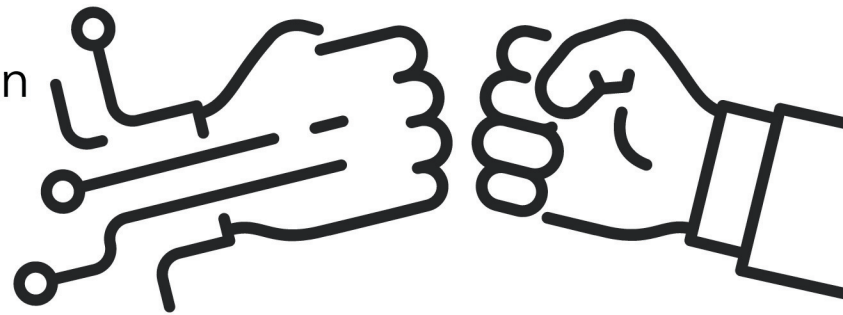
# AI BASICS

## FOR OFFICE PROFESSIONALS

Join us for a one-hour SMART Lunch session focused on basic AI uses for office professionals. No prior AI experience or tech background required!

By the end of the session participants will be able to:

- Explain what AI is and is not in simple terms
- Identify 3 safe, approved ways AI can help in their role
- Write a basic, effective prompt
- Recognize what NOT to put into AI tools
- Use AI to save time without risking professionalism or privacy



**WEDNESDAY , FEBRUARY 4**  
**NOON - 1 PM**

**TED HILL WORKFORCE EDUCATION BUILDING**  
**1401 MAIN ST. | PARSONS, KANSAS**

**REGISTER NOW**

REGISTER BY FEB. 2  
LIMITED SPOTS AVAILABLE

**CONTACT US  
FOR MORE INFORMATION**



Molly Coomes - mollyc@labette.edu



620-820-1258



[www.labette.edu/workforce/noncredit](http://www.labette.edu/workforce/noncredit)

**\$10**

**REGISTRATION FEE**  
**LUNCH INCLUDED**