

The Jonesi Consultancy | Houston, TX

AI LITERACY · EVERYDAY USE HANDOUT

30 HELPFUL AI LINKS



A Curated Resource Guide For Skill Development

External courses, tools, and prompt libraries to deepen your AI understanding.

A carefully selected collection of external courses, tools, and prompt libraries to deepen your AI understanding and build confident, capable teams. Each resource includes a description and guidance on who it is best suited for.

1 Start Here: Foundations

If you are new to this, begin with one of these rather than with a prompt library.

01 AI Capabilities and Limitations

<https://anthropic.skilljar.com/ai-capabilities-and-limitations>

An introductory course on how AI actually works, covering what these systems are genuinely good at and where they reliably fail. Neutral and foundational rather than promotional.

BEST FOR: Complete beginners, and anyone who needs to understand why verification is a permanent step rather than a temporary precaution.

02 AI Fluency: Framework and Foundations

<https://anthropic.skilljar.com/ai-fluency-framework-foundations>

The flagship AI fluency course, built around a four-part framework for working alongside AI effectively, efficiently, ethically, and safely. Focuses on judgment rather than prompt tricks.

BEST FOR: Non-technical professionals, educators, and organizational leaders building foundational AI literacy and confidence.

03 Anthropic Academy

<https://anthropic.skilljar.com/>

Anthropic's official course catalog, now spanning more than twenty free courses from general AI fluency through to technical implementation. Every course is free, requires only an email to enroll, and issues a certificate on completion.

BEST FOR: Anyone wanting structured, plain-language learning from a frontier AI lab. The best single starting point on this list.

04 Claude 101

<https://anthropic.skilljar.com/claude-101>

A short practical course on using Claude for everyday work tasks, covering core features and pointing toward more advanced learning paths.

BEST FOR: Employees who have just been given access to Claude and want a guided start rather than a blank text box.

05 Google AI Essentials

<https://grow.google/ai-essentials/>

Google's five-hour foundational course covering generative AI tools, effective prompts, responsible use, and selecting the right tool for a task. Includes hands-on activities built around real workplace scenarios and a certificate on completion.

BEST FOR: Anyone wanting a broad, vendor-neutral foundation with no technical experience required.

06 OpenAI Academy: ChatGPT 101 Resource Guide

<https://academy.openai.com/public/clubs/work-users-ynjqu/resources/chatgpt-101-webinar-resource-guide>

A recorded session plus written guide covering models, key capabilities, and best-practice prompting. Useful as a single artifact you can share with a team.

BEST FOR: Managers onboarding a group at once rather than individuals learning alone.

07 OpenAI Academy: ChatGPT Fundamentals

<https://academy.openai.com/public/clubs/work-users-ynjqu/resources/chatgpt-basics>

A plain overview of what ChatGPT is and how to apply it in any role, including custom instructions, chat organization, and a starter prompt for identifying your own use cases.

BEST FOR: Frontline and administrative staff taking their first structured look at ChatGPT.

2 Building Prompting Skill

Technique, in order from broadest to most specific.

08 ChatGPT for Any Role

<https://academy.openai.com/public/clubs/work-users-ynjqu/resources/chatgpt-for-any-role>

A role-agnostic prompt pack covering emails, meetings, decision support, and follow-ups, with one-click prompts you can apply to real tasks immediately.

BEST FOR: Frontline staff and professionals new to AI who want immediate, practical applications.

09 Claude Prompt Engineering Overview

<https://platform.claude.com/docs/en/build-with-claude/prompt-engineering/overview>

Anthropic's entry point for prompting technique, including guidance on when prompt engineering is the right solution and when the problem is something else.

BEST FOR: Practitioners who want the reasoning behind the techniques rather than a list of them.

10 Claude Prompt Library

<https://platform.claude.com/docs/en/resources/prompt-library/library>

An official library of tested prompt examples across a breadth of business and personal tasks, demonstrating patterns that generalize across tools.

BEST FOR: Users learning structured prompt patterns and looking for tested starting points.

11 Claude Prompting Best Practices

<https://platform.claude.com/docs/en/build-with-claude/prompt-engineering/claude-prompting-best-practices>

Detailed, current guidance on structuring prompts: how many examples to include, how to use tags to separate instructions from context, and how to keep complex prompts unambiguous.

BEST FOR: Users refining prompt structure for consistency, and anyone building prompts others will reuse.

12 Gemini Prompt Design Strategies

<https://ai.google.dev/gemini-api/docs/prompting-strategies>

Google's current prompt design guidance, including how to structure long-context prompts, how to anchor a model to supplied information, and how to handle knowledge cutoff and recency issues.

BEST FOR: Advanced users and technical teams, particularly anyone working with large documents.

13 Google Prompting Essentials

https://www.skills.google/paths/2337/course_templates/1229

A five-step prompting framework taught in under ten hours, covering drafting, meeting notes, report analysis, and simulating difficult conversations. Includes building a reusable prompt library and writing prompts with responsible practices in mind.

BEST FOR: Anyone who wants a repeatable method rather than a collection of tricks. Strong for teams standardizing how they prompt.

3 Built for Your Sector

Free courses written for specific kinds of organization rather than for a general audience.

14 AI Fluency for Educators

<https://anthropic.skilljar.com/ai-fluency-for-educators>

Written for faculty, instructional designers, and educational leaders applying AI fluency to their own teaching practice and to institutional strategy.

BEST FOR: Anyone in education, and any organization that trains adults.

15 AI Fluency for Nonprofits

<https://anthropic.skilljar.com/ai-fluency-for-nonprofits>

A course built specifically for mission-driven organizations, focused on increasing impact and efficiency while staying true to mission and values. Rare in a field where most material assumes a commercial buyer.

BEST FOR: Nonprofit executive directors, program staff, development teams, and boards.

16 AI Fluency for Small Businesses

<https://anthropic.skilljar.com/ai-fluency-for-small-businesses>

The same fluency framework applied to small business constraints, where there is no IT department and no budget for a pilot that does not work.

BEST FOR: Owners and operators of small organizations making their own technology decisions.

17 AI Fluency for Students

<https://anthropic.skilljar.com/ai-fluency-for-students>

Applies the fluency framework to learning, career planning, and academic work, with an emphasis on responsible collaboration rather than shortcuts.

BEST FOR: Students, early-career staff, and any organization running an internship or apprenticeship program.

18 OpenAI Academy: Work Users

<https://academy.openai.com/public/tags/work-users-687a99983f28471c9dbb0731>

OpenAI's hub for workplace users, collecting prompt packs, webinar recordings, use case guides by role, and responsible use guidance for business and enterprise accounts.

BEST FOR: Organizations standardizing on ChatGPT who want first-party material rather than third-party interpretations.

19 Teaching AI Fluency

<https://anthropic.skilljar.com/teaching-ai-fluency>

A course on how to teach and assess AI fluency in instructor-led settings, rather than how to practice it yourself.

BEST FOR: Trainers, learning and development professionals, and internal AI champions who have to bring others along.

4 Agents, Tools, and What Comes Next

The fastest-moving area, and the one leadership teams are being asked about.

20 AI Agents for Beginners (Microsoft)

<https://github.com/microsoft/ai-agents-for-beginners>

An eighteen-lesson open course on the fundamentals of building AI agents, with code samples and multi-language support. Free and openly licensed.

BEST FOR: Technical staff and curious non-developers who want to understand what an agent actually is before approving one.

21 Claude Code Prompt Library

<https://code.claude.com/docs/en/prompt-library>

A curated set of tested prompts for agentic coding work, organized by task with a starter filter. Useful as a demonstration of how prompting changes when software acts rather than advises.

BEST FOR: Developers, and technically minded leaders who want to see the difference in practice.

22 Claude Platform 101

<https://anthropic.skilljar.com/claude-platform-101>

Teaches building on the Claude platform from the ground up, aimed at people who have made a few API calls or have only ever used a chat window.

BEST FOR: Technical staff and analysts moving from using AI to building something with it.

23 Introduction to Agent Skills

<https://anthropic.skilljar.com/introduction-to-agent-skills>

Covers building and sharing reusable instruction sets that an AI assistant applies automatically to the right task, and distributing them across a team.

BEST FOR: Teams trying to make good AI practice repeatable rather than dependent on individuals.

24 Introduction to Claude Cowork

<https://anthropic.skilljar.com/introduction-to-claude-cowork>

A hands-on course on working alongside AI on real files and projects, covering multi-step task loops, file and research workflows, and how to steer longer work responsibly.

BEST FOR: Knowledge workers moving beyond chat into delegated, multi-step tasks.

25 Introduction to Model Context Protocol

<https://anthropic.skilljar.com/introduction-to-model-context-protocol>

A technical course on connecting AI assistants to external services and data through an open protocol. Explains the mechanism behind AI tools that can act on your systems.

BEST FOR: Technical teams and IT leaders assessing how AI tools will connect to existing software.

5 Open Learning and Hands-On Practice

Free, openly licensed material and places to try things rather than read about them.

26 AI for Beginners (Microsoft)

<https://github.com/microsoft/ai-for-beginners>

A twelve-week, twenty-four lesson curriculum covering artificial intelligence more broadly than generative AI alone, including practical lessons, quizzes, labs, and a section on AI ethics.

BEST FOR: Anyone wanting to understand AI as a field rather than as a single product category.

27 Claude Use Case Guides

<https://platform.claude.com/docs/en/about-claude/use-case-guides/overview>

In-depth production guides for common business applications including ticket routing, customer support, content moderation, and document summarization.

BEST FOR: Operations and service leaders evaluating whether a specific workflow is a realistic candidate for AI assistance.

28 Generative AI for Beginners (Microsoft)

<https://github.com/microsoft/generative-ai-for-beginners>

A twenty-one lesson course covering generative AI from foundational concepts through to building complete applications. Each lesson is labeled as either a concept lesson or a build lesson, so non-technical readers can follow the concept track alone. Vendor-agnostic in practice, with examples across multiple providers.

BEST FOR: Beginners who want depth without a sales pitch. The concept lessons are readable by anyone.

29 GitHub

<https://github.com/>

The world's largest code-sharing platform is also one of the best free libraries of AI education. Major technology companies publish complete courses there as public repositories, openly licensed and readable without an account. Because they are maintained continuously rather than published once, they are often more current than paid alternatives.

BEST FOR: Anyone willing to look past the developer-oriented interface. The three Microsoft courses below are the best starting points and require no coding to read.

30 Google AI Learning Hub

<https://ai.google/learn-ai-skills/>

Google's index of its own AI training, spanning foundational courses, skill badges, learning paths, and hands-on labs across the Google Skills catalog.

BEST FOR: Anyone already working inside Google Workspace, and teams wanting a structured path with recognized credentials.

6 Choosing Where to Start

One recommendation per situation, so nobody has to guess.

If you have never used these tools

Start with AI Capabilities and Limitations, then Google AI Essentials. Between them you get an honest picture of what these systems do and a practical foundation, in under seven hours total.

START WITH: <https://anthropic.skilljar.com/ai-capabilities-and-limitations>

If you use AI daily and want to improve

Skip the introductions and go to Google Prompting Essentials or the Claude prompting best practices documentation. Technique is where daily users gain the most, fastest.

START WITH: https://www.skills.google/paths/2337/course_templates/1229

If you have to teach other people

Teaching AI Fluency, then the Microsoft open courses for material you can adapt. Teaching requires a different skill than practicing, and most people underestimate the gap.

START WITH: <https://anthropic.skilljar.com/teaching-ai-fluency>

If you are responsible for a whole organization

AI Fluency: Framework and Foundations gives you the vocabulary to evaluate what you are being sold and what your staff actually need. Pair it with the sector course that matches your organization.

START WITH: <https://anthropic.skilljar.com/ai-fluency-framework-foundations>

HOW TO USE THIS LIST

Pick one entry, not five. The most common way people waste a list like this is treating it as a syllabus, working through the first three entries, and retaining nothing because none of it was applied to real work. Choose the resource that matches your current level, spend an hour with it, and apply one thing to a task you already have this week.

This document was last reviewed and updated in September 2026.

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Want help turning this into a learning plan for your team?

We will match the right resources to the right people on your team.

