

# 06

# MONTH AI LEARNING WORKBOOK

A hands-on companion to the beginner roadmap by Your Tech Match - Check out this **LINK**

- [ ] 8 to 10 hours a week, one milestone a month, a portfolio at the end.

# HOW TO USE THIS WORKBOOK

A steady weekly rhythm beats weekend cramming. Keep this pace for six months.

**4 HRS**

Courses and structured theory

**4 HRS**

Hands-on building and testing

**1 HR**

Writing up what you built

### Months 1 to 4: Core path

Everyone completes the same foundational blocks: fundamentals, prompting, data, and automations.

### Month 5: Pick a track

Audit courses free first. Pay for a verified certificate only when you need it on your resume.

YOUR TARGET START DATE

CURRENT FIELD OR BACKGROUND

THE ROLE OR OUTCOME YOU WANT

# YOUR SIX-MONTH MAP

One milestone every four weeks. Check each off as you ship its tangible artifact.

### 01 Month 1: AI fundamentals

Log 20 real tasks with chatbots, noting what worked and where the model failed.

### 02 Month 2: Prompting and tools

Build a curated prompt library with 10 tested, reusable prompts and before-and-after samples.

### 03 Month 3: Data skills

Clean a dataset and publish a live interactive dashboard with one key written takeaway.

### 04 Month 4: Automation and agents

Ship 2 running automations linking webhooks, LLMs, and real work tools.

### 05 Month 5: Responsible AI and specialized track

Complete your specialized track credential and an evaluation audit rubric.

### 06 Month 6: Portfolio and job search

Publish a 3-project portfolio site, resume with metrics, and begin interviews.

# SKILLS THAT GET YOU HIRED

Market demand data shows high growth in practical execution over abstract theory.

**+109%**

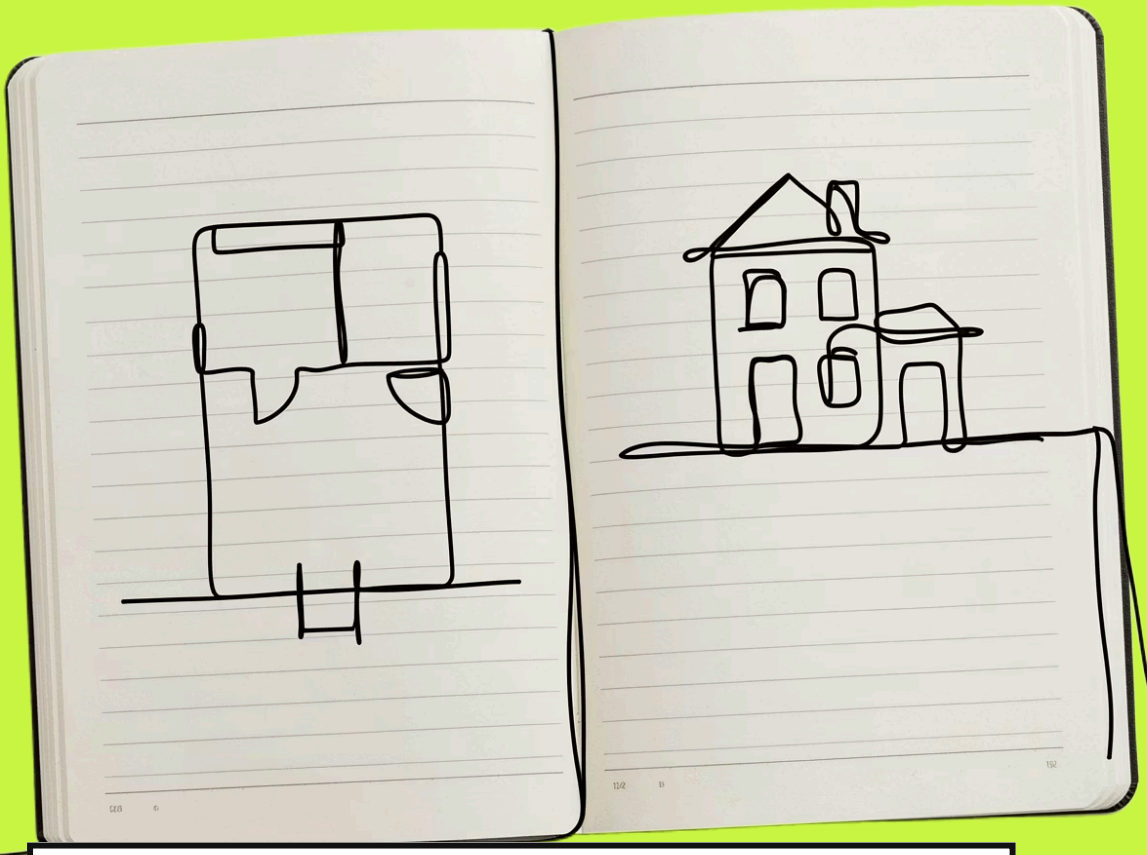
YoY demand growth for AI-specific skills on Upwork

**+178%**

YoY growth for AI integration and workflow design

| SKILL | LEARNED IN | BASELINE (1-5) | MONTH 6 GOAL |
|---|---|---|---|
| **Prompt Engineering**<br>Role, context, constraints, few-shot | Month 2 | [ ] | 5 / 5 |
| **Tool Selection & Evaluation**<br>Knowing which model fits the task | Months 1-2 | [ ] | 5 / 5 |
| **Data Literacy & SQL**<br>Querying, cleaning, auditing | Month 3 | [ ] | 4 / 5 |
| **Workflow Automation**<br>Connecting APIs and triggers | Month 4 | [ ] | 4 / 5 |
| **AI Output Fact-Checking**<br>Catching hallucinations and bias | Months 1-5 | [ ] | 5 / 5 |

☐ Score your baseline today (1 to 5) in column 3 before beginning Month 1 coursework.



# 01

# MONTH 1: AI FUNDAMENTALS

Core concepts, mental models, and daily active logging.

# MONTH 1: LEARN AND PRACTICE

Coursework, foundational vocabulary, and logging 20 real tasks.

FREE

## AI Fluency

Anthropic Academy · 3 to 4 hours. Core architecture and practical limits.

FREE AUDIT

## AI For Everyone

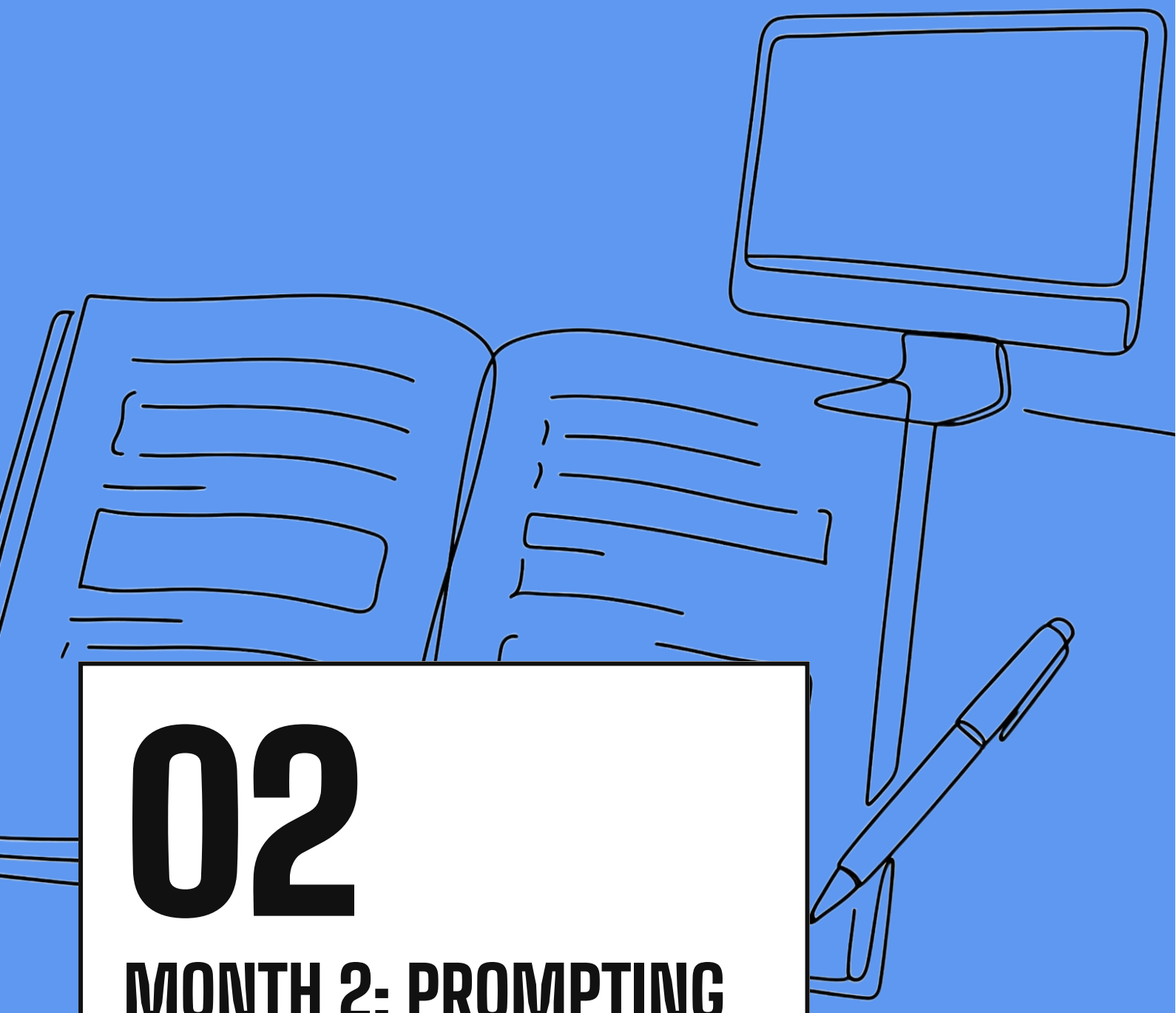
Andrew Ng (DeepLearning.AI). High-level business intuition and terminology.

### Plain-English Vocabulary Checks (Define in your own words)

- ☐ Machine Learning: _____
- ☐ LLM & Tokens: _____
- ☐ Training Data vs Context Window: _____
- ☐ Hallucination & Grounding: _____

| # / DATE | TASK ATTEMPTED | TOOL USED | WHERE AI WAS WRONG |
|---|---|---|---|
| 01 / ___ | | | |
| 02 / ___ | | | |
| 03 / ___ | | | |

**Month 1 Milestone:** Explain to a colleague why a chatbot produces plausible hallucinations.



# 02

# MONTH 2: PROMPTING AND TOOLS

Structured instructions, system roles, and your personal prompt library.

# MONTH 2: LEARN AND PRACTICE

Move beyond simple prompts into role definition, constraints, and structured output.

CERTIFICATION

### Google AI Professional Certificate

About 10 hours, $49/month.

FREE TUTORIAL

### Anthropic's Prompt Engineering Tutorial

Examples, roles, and breaking tasks into steps.

**Chatbot**

- [ ] Claude or ChatGPT

**Research Tool**

- [ ] Perplexity, Deepseek or Elicit

**Image or Slide Tool**

- [ ] Gamma or Midjourney

PROMPT LIBRARY: 10 REUSABLE PROMPTS

BEFORE EXAMPLE

AFTER EXAMPLE

**Month 2 Milestone:** Save 10 reusable prompt recipes with before/after comparisons in a shared doc.




# 03

# MONTH 3: DATA SKILLS

Spreadsheets, SQL queries, AI-assisted cleaning, and live dashboards.

# MONTH 3: LEARN AND PRACTICE

Combine basic SQL and spreadsheet formulas with AI analysis to build an interactive dashboard.

### Spreadsheets

Pivot tables, XLOOKUP, and clean tabular rows.

### Kaggle SQL

Intro to SQL (free): SELECT, WHERE, GROUP BY.

### BI Dashboard

Looker Studio or Power BI for final visual charts.

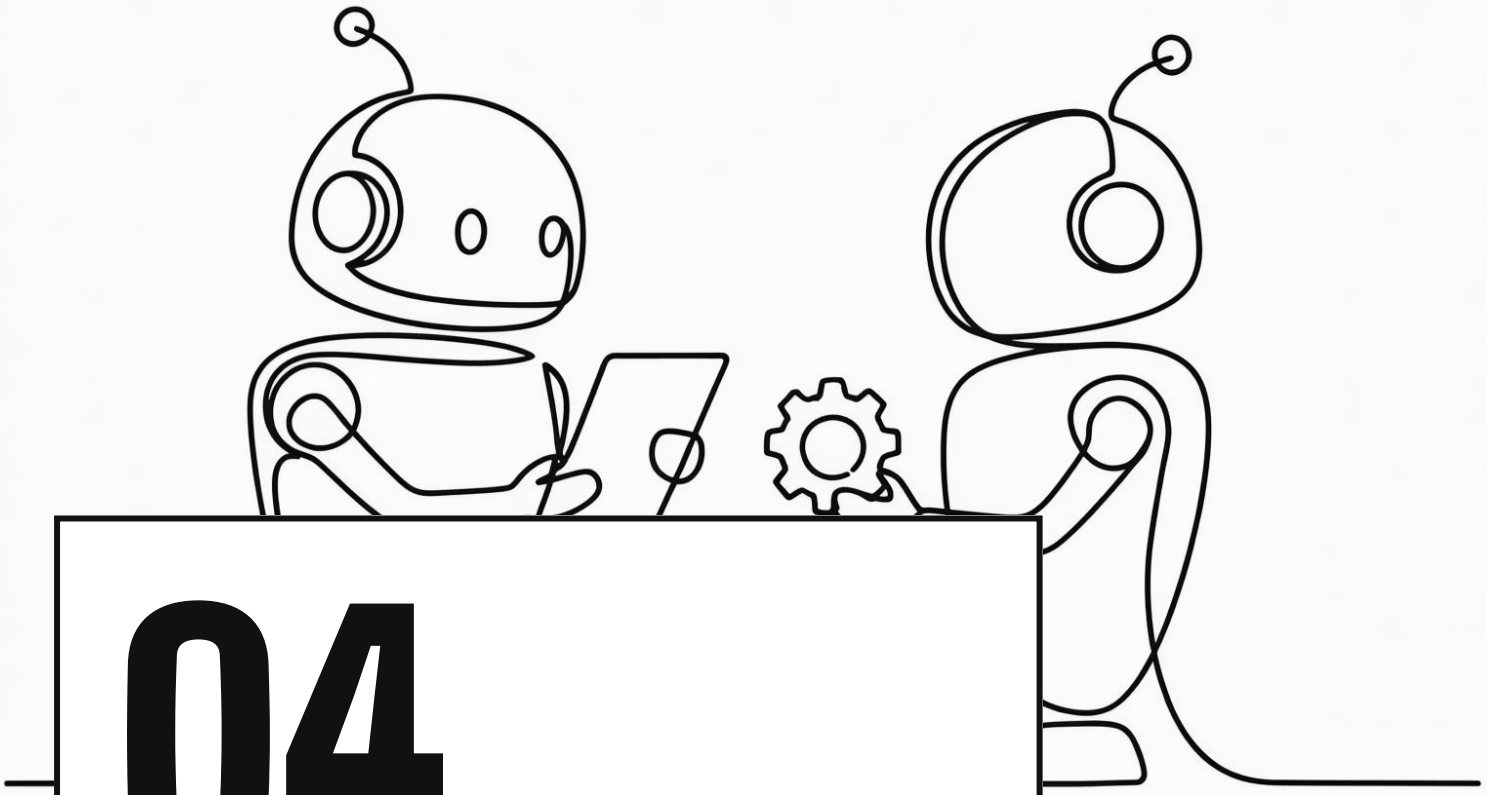
DATASET CHOSEN (Public URL or Business domain)

THE THREE CHARTS PLANNED

ONE WRITTEN EXECUTIVE TAKEAWAY

AI AUDIT (Formulas it gave correctly vs. bad assumptions)

**Month 3 Milestone:** Publish a live 3-chart dashboard with verified data and zero hallucinated math.



# 04

# MONTH 4: AUTOMATION AND AGENTS

Automation platforms and usingn AI agents to complete task.

# MONTH 4: LEARN AND PRACTICE

Pick one automation platform, then build two small flows that save you real time.

### Platform

Pick one: Zapier, Make, or n8n.

### Agent definition

An AI that plans steps and uses tools to finish a task. Write your own example: _____

### Example flows

Form response to summary to spreadsheet to Slack; email to AI draft reply.

AUTOMATION WORKSHEET (two builds)

Annoyance, trigger, AI step, output, hours saved per week, where a human still checks

**Month 4 Milestone:** Two working automations, each with a written check step.



# 05

# MONTH 5: RESPONSIBLE AI AND YOUR TRACK

Safe use habits first, then a track that fits the work you want.

# RESPONSIBLE AI FIRST

Know what never goes into a public chatbot before you build anything.

### Never in a public chatbot

Customer data, passwords, confidential documents, health or financial records.

### The basics

Bias, copyright, fact-checking, company AI policy, GDPR and CCPA in plain terms.

### DO AND DON'T CHECKLIST

- [ ] Check every AI output against a trusted source
- [ ] Remove customer and personal data before pasting
- [ ] Label AI-assisted work and keep your sources
- [ ] Never paste confidential documents into a public tool

**Milestone:** Write a one-page AI use policy for a real or imagined team.

# CHOOSE YOUR TRACK

Three tracks, one decision. Pick the track that matches the jobs you want.

| Track | Good fit | What to learn | Credential |
|---|---|---|---|
| **Business and operations** | Process, team, and client work | Automation, AI policy, adoption | Vendor AI fundamentals |
| **Data** | Reporting, analysis, dashboards | SQL, spreadsheets, BI tools | Data analyst credential |
| **Technical** | Building and integrating AI tools | Some Python, APIs, agents | AI-901 (replaces retired AI-900, June 30, 2026) |

**Decision exercise:** Write three jobs you want, and the track each one points to.

# CERTIFICATION SHORTLIST

Two or three certifications plus real projects is plenty.

| Certification | Issuer | Cost | Time | Best for | Planned / started / earned |
|---|---|---|---|---|---|
| Add the certification | | | | | ☐ ☐ ☐ |
| Add the certification | | | | | ☐ ☐ ☐ |
| Add the certification | | | | | ☐ ☐ ☐ |

**Shortlist check:** Pick two or three that match your track, and add them to your plan.



# 06

# MONTH 6: PORTFOLIO AND JOB SEARCH

Turn your work into proof, then put it in front of employers.

# BEGINNER PORTFOLIO PROJECTS

Six ideas to choose from. Pick your best three.

| Project | What you build | Tools | What it shows employers | Month |
|---|---|---|---|---|
| 1 | Add the project | | | |
| 2 | Add the project | | | |
| 3 | Add the project | | | |
| 4 | Add the project | | | |
| 5 | Add the project | | | |
| 6 | Add the project | | | |

**My three picks:** _____ · _____ · _____

# PORTFOLIO CASE-STUDY TEMPLATE

Write one case study for each of your three projects.

PROBLEM

TOOLS

WHAT I BUILT

THE RESULT IN NUMBERS

WHAT I WOULD DO NEXT

**Host it** on Notion, Google Sites, or GitHub.

# PRESENCE AND JOB SEARCH CHECKLIST

Write your headline, then tick off the steps before you apply.

My LinkedIn headline

Target roles

AI operations or automation specialist, adoption specialist, AI trainer, junior data analyst.

INTERVIEW PREP

One time AI got something wrong and how you caught it:

- [ ] Portfolio live with three projects
- [ ] LinkedIn updated and one post published
- [ ] 10 applications sent
- [ ] One project rehearsed as a 3-minute demo

# STAYING ON TRACK

Seven habits that keep the six months moving.

### Build

Use AI daily, measure everything, and show your checking.

### Learn

Stay tool-flexible and follow few sources.

### Sustain

Find a study buddy and rest when needed.

MONTHLY REFLECTION

What I built:

Hours saved:

What I would change:

# YOUR PROGRESS TRACKER

Tick each milestone and date it when you finish.

| Milestone | Done | Date completed |
|---|---|---|
| Month 1: 20 tasks logged | ☐ | |
| Month 2: prompt library | ☐ | |
| Month 3: live dashboard | ☐ | |
| Month 4: 2 automations | ☐ | |
| Month 5: track credential | ☐ | |
| Month 6: interviews | ☐ | |

**Final self-rating** compared with your Month 1 score: _____

Visit **yourtechmatch.com**