# AI Workshop “Fundamentals”

Unlocking Growth for Entrepreneurs & Ministries

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**Founder of BlessBack Business Academy**

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# Welcome

Today is a hands-on workshop based on our **AI Playbook.**

- ✓**Goal: Master the Core Tools.**
- ✓**Format: Learn → Do → Review.**
- ✓**Tool: Your Smartphone.**

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# Today's Roadmap

## Foundations

- The Big 3: ChatGPT, Gemini, NotebookLM
- Guardrails
- Prompt Engineering

## Application

- Visuals & Marketing
- Ministry & Ops Workflows

## NotebookLM Deep Dive

- Sources
- Audio /Video Overviews
- Study Guides & Tools

## After Class

You receive the full **AI Playbook v.5.**

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# Why AI? Why Now?

Adoption has moved from "hype" to "habit".

**58%**

Of small businesses use Generative AI daily to grow faster.

**75%**

Of knowledge workers say it saves them 5+ hours a week.

**68%**

Of Entrepreneurs say AI is critical for their productivity.

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# Business Owner Use in Nicaragua

## 📊 Best 2025 Estimate (Evidence-Based Range)

**Estimated percentage of Nicaraguan business owners using AI in any form:**

**~8%–15%**

This includes **any practical AI use**, such as:

- 💬 ChatGPT or Gemini for writing, planning, or marketing.
- 📱 AI features inside tools like **WhatsApp Business**, **Canva**, **Facebook Ads**, or **Google Workspace.**
- 🈂️ AI translation, image creation, or basic automation.
- ⚠️ **Important:** This is *not* advanced AI adoption—mostly **light, task-level usage**.

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# Ministry Use in Nicaragua

## 📊 Best 2025 Estimate (Evidence-Based)

**Estimated % of Nicaraguan pastors / ministry leaders using AI in any form:**

**~4%–10%**

This includes **light or indirect AI use**, such as:

- 💬 ChatGPT or Gemini for sermon outlines, devotionals, lesson ideas.
- 🈂️ AI-assisted translation (English ↔ Spanish).
- Canva AI for sermon slides or social posts.
- 🈂️ AI features embedded in Google Docs, Gmail, or Facebook tools.

⚠️ **This does not** mean strategic or ethical AI integration—mostly **experimental or convenience use.**

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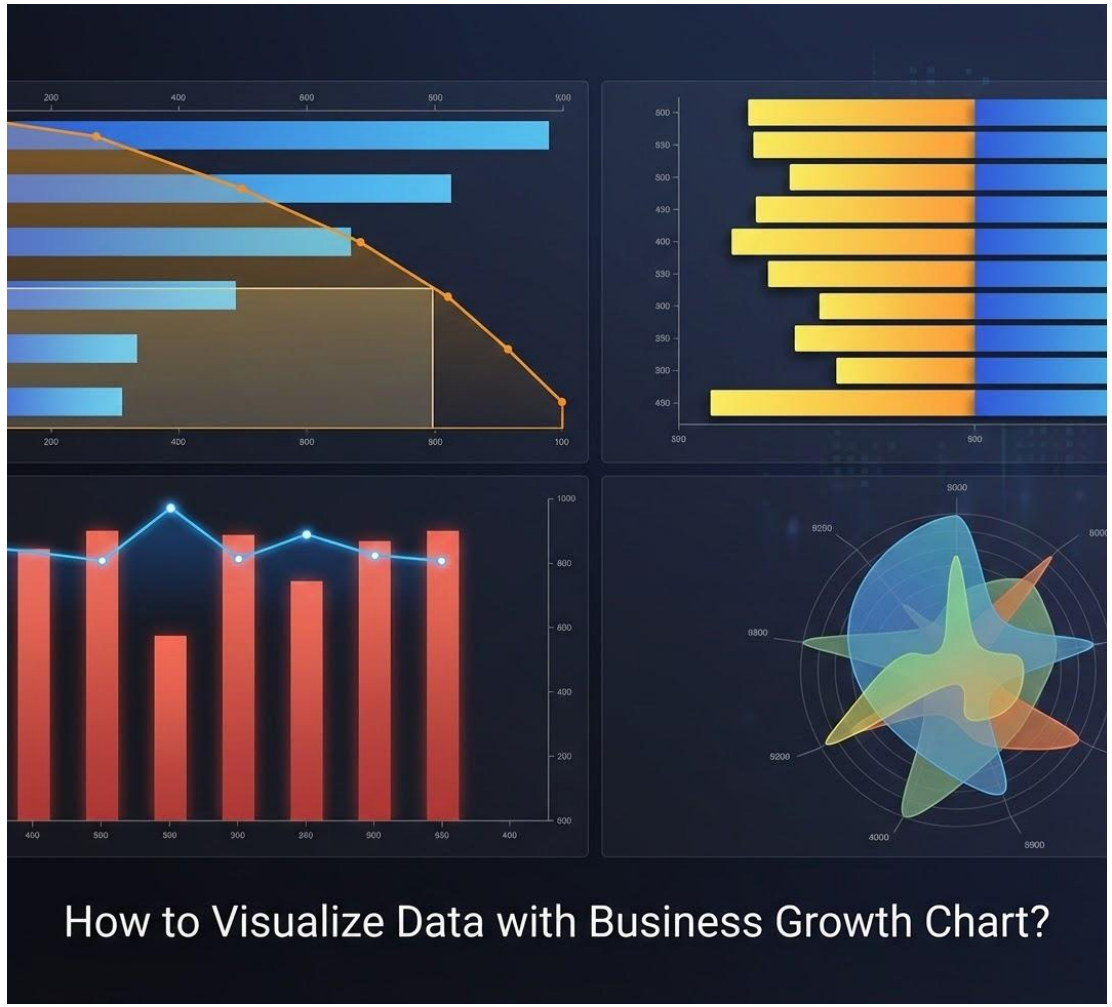
# The Multiplier Effect

AI allows a team of 1 to operate like a team of 10.

- **Scale:** Handle more customers without burnout.
- **Clarity:** Turn messy thoughts into clear plans.
- **Reach:** Multilingual content instantly.



# What Does God's Word Say About AI?

The Bible does not mention Artificial Intelligence directly. But Scripture gives clear principles for how humans should use tools, knowledge, and power.

## Biblical Foundation

- AI is human-made, not God-made
- AI is a tool, not a moral or spiritual authority
- Responsibility always remains with people before God

## Key Scripture

"Commit to the Lord whatever you do, and He will establish your plans."
Proverbs 16:3

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# Wisdom Comes from God, Not Machines

AI can process information, but wisdom and discernment come only from God.

## What AI Can Do

- Analyze information
- Summarize content
- Suggest ideas

## What AI Cannot Do

- Discern truth spiritually
- Replace prayer
- Provide moral authority

## Key Scriptures

"If any of you lacks wisdom, you should ask God..." — James 1:5

"For the Lord gives wisdom; from His mouth come knowledge and understanding." Proverbs 2:6

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# Stewardship Applies to Digital Tools

God calls His people to steward everything entrusted to them, including technology.

## Biblical Principles

- Faithfulness in small things
- Accountability in powerful tools
- Integrity in use

## Key Scriptures

*"Whoever can be trusted with very little..."* — Luke 16:10

*"It is required of stewards that they be found faithful."* — 1 Corinthians 4:2

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# Knowledge Without Wisdom Is Dangerous

Scripture warns that knowledge alone can lead to pride or harm.

## Biblical Warning

- Information ≠ wisdom
- Capability ≠ righteousness

## Key Scriptures

*"Knowledge puffs up, but love builds up."* — 1 Corinthians 8:1

*"Be careful that no one takes you captive…"* — Colossians 2:8

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# Discernment Is Required With All New Technology

New tools require **testing**, **wisdom**, and **restraint**.

## Biblical Instruction

- Test everything
- Hold onto what is good
- Reject what causes harm

## Key Scriptures

*"Test everything; hold fast what is good."* — 1 Thessalonians 5:21

*"Do not conform to the pattern of this world…"* — Romans 12:2

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# AI Must Not Replace Human Leadership or Care

Scripture affirms **human responsibility**, **counsel**, and **shepherding**.

## Biblical Roles That AI Cannot Replace

- Pastoral discernment
- Human empathy
- Accountability
- Prayerful counsel

## Key Scriptures

*"Plans fail for lack of counsel..."*
— Proverbs 15:22

*"Shepherd the flock of God..."*
— 1 Peter 5:2

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Artificial Intelligence is a human-made tool that must remain under human authority, biblical wisdom, and ethical stewardship. It may assist learning and planning—but it must never replace discernment, prayer, or responsibility before God.

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INTERACTIVE SESSION

# House Rule #1: Phones Out!

Usually, we say put them away. Today, they are your tool.

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**Please check your WiFi connection now.**

# The Basics

## Platforms, Settings, Prompts

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# Which Platform Should I Use?

There are many, but these 3 are essential for mobile users in Nicaragua.

### ChatGPT (OpenAI)

**The "Thinker"**

Best for logic, writing, reasoning, and "Deep Research".

### Gemini (Google)

**The "Connector"**

Best for Google Integration, Visuals, and real-time info.

### NotebookLM

**The "Student"**

Best for studying YOUR specific documents (PDFs, Bibles, Manuals).

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# What users get for free?

| | ChatGPT (GPT-5.2) Free | Gemini 3.0 Free (Gemini app) | NotebookLM Free |
|---|---|---|---|
| **Best for** | General AI assistant | General AI assistant + Google | Learning from *your sources* |
| **Workspace** | **Projects** ✅ | "Canvas"/workspace tools ⚠️ (varies) | **Notebooks** ✅ |
| **Custom assistants** | Use **GPTs** ✅ • **Create GPTs** ❌ | **Gems** ✅ | ❌ |
| **Web + files** | Web browsing ✅ • File uploads ✅ | Web tools ✅ • File uploads ✅ | Sources-only ✅ (no open web) |
| **Image creation** | ✅ (rate-limited) | ✅ (quota-limited) | ❌ |
| **Audio / video** | ❌ | ✅ (feature exists; quotas vary) | ✅ Audio/Video Overviews |
| **Free limits (headline)** | **10 msgs / 5 hrs** on GPT-5.2 → then auto-switches to **mini** | **"Basic access"** (caps can change); limits shown per model tier | **50 chats/day • 3 audio/day •** (also: **100 notebooks**, **50 sources/notebook**) |

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ACTION ITEM

# Let’s Install / Verify

- ChatGPT
- Gemini
- NotebookLM

*If you have low storage, just use the browser versions.*

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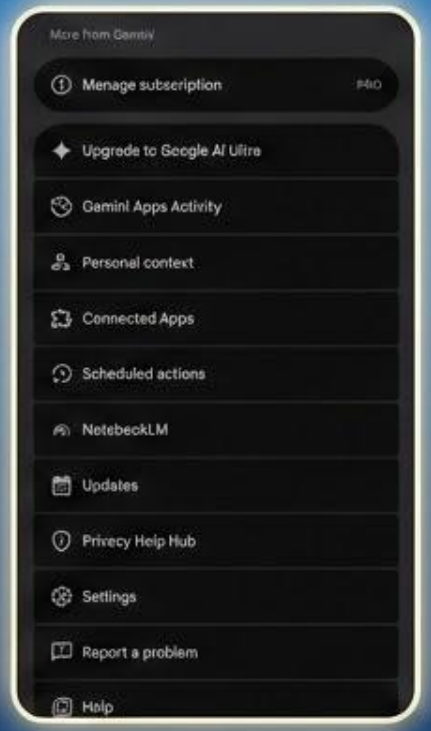
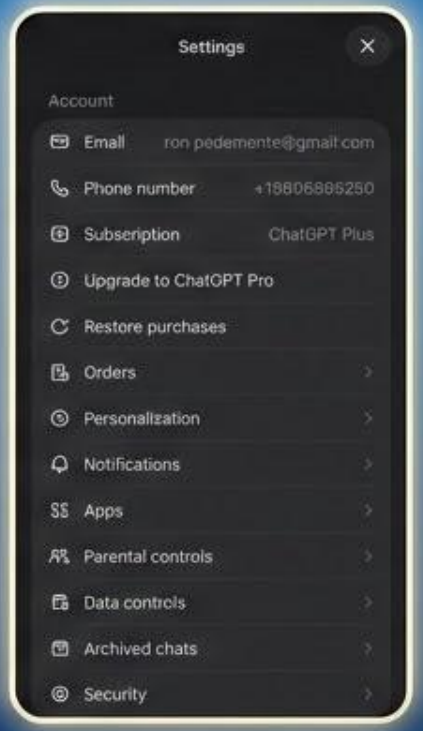
# Important Settings

## Gemini




## ChatGPT

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# Private-by-Default: Your First 5 Minutes in AI

Why settings matter

## Why settings matter

- AI tools can save chat history, learn your preferences, and sometimes use chats to improve models.
- New users should set **privacy** + **personalization** first, before doing real work.
- Best Practice: **Private by default** + **least privilege** + **human review** **before publishing.**

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# The 4 Toggles Every New User Must Know

## 1) Training / Model improvement

- Controls whether chats may be used to improve models (consumer accounts).

## 2) Chat History / Activity

- Controls whether your chats are saved in your account history/activity.

## 3) Memory / Past-chat personalization

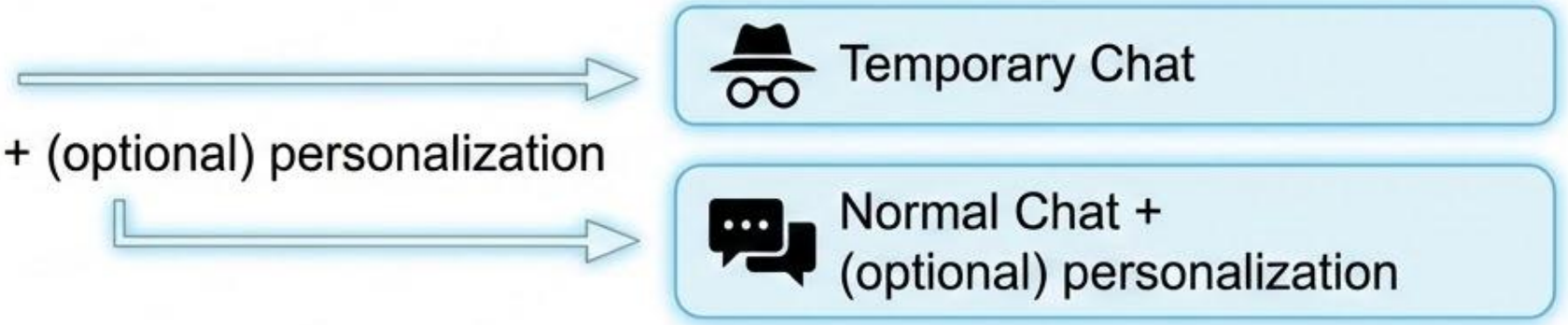
- Controls whether the assistant “remembers” preferences or uses past chats to tailor responses.

## 4) Temporary / Incognito chat

- One-off mode for sensitive topics: minimal saving, no personalization effects.

**On-screen mini diagram**

- Sensitive? → Temporary Chat
- Not sensitive? → Normal Chat + (optional) personalization

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# ChatGPT: Privacy Settings (Do This First)

## A) Turn OFF training

- Path: **Profile → Settings → Data Controls**
- Toggle: "**Improve the model for everyone**" → OFF

## B) Use Temporary Chat for sensitive work

- Use for: donor info, finances, HR issues, counseling topics, internal strategy.

## C) Account security

- Turn on **2-step verification / MFA** (where available).

If it's sensitive, use Temporary Chat.

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# Gemini: Privacy Settings (Do This First)

## A) Turn OFF “Gemini Apps Activity / Keep Activity”

- Path (common): **Profile → Gemini Apps Activity (Keep Activity) → Turn off**
- Result: prevents long-term saving in activity and reduces training/review use.

## B) Use Temporary Chat for sensitive work

- Temporary Chats:
  - Don’t appear in recent chats or activity
  - Not used to personalize or train
  - Kept briefly (Google states up to ~72 hours for service/safety)

## C) Account security

- Enable Google **2-step verification**.

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# Gemini: Personalization Settings (Recommended Defaults)

## A) Past-chat personalization

- **Keep OFF** by default (especially ministry settings).
- Use **Temporary Chat** when you don't want the conversation to influence future chats.

## B) Connected apps / "personal intelligence"

- Default: **OFF**
- If needed later: Connect only what you need.
- Prefer "**AI-safe**" **folders** (no donor lists, counseling notes, HR files).
- Disco**nnect** when done (least privilege).

## C) Audio / Live improvements

- Leave **OFF** unless you explicitly want to opt in.

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# The “Do Not Paste” List (Works for Both Platforms)

## Never paste:

- Passwords, banking details, private donor exports
- Student personal data (IDs, addresses)
- Counseling notes or medical information
- Internal security details (keys, access codes)

## Instead:

- **Anonymize**: replace names with roles (Donor A, Student 1)
- **Summarize**: “We have 120 donors, segmented by...”
- Use secure internal systems for raw data

**“If a human shouldn’t see it, don’t paste it.”**

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# ChatGPT & Gemini Features

Unlocking powerful tools for work and life.

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ChatGPT

Gemini

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# The Core Skill: Prompting

The AI is only as good as your instructions.

**Bad Prompt**

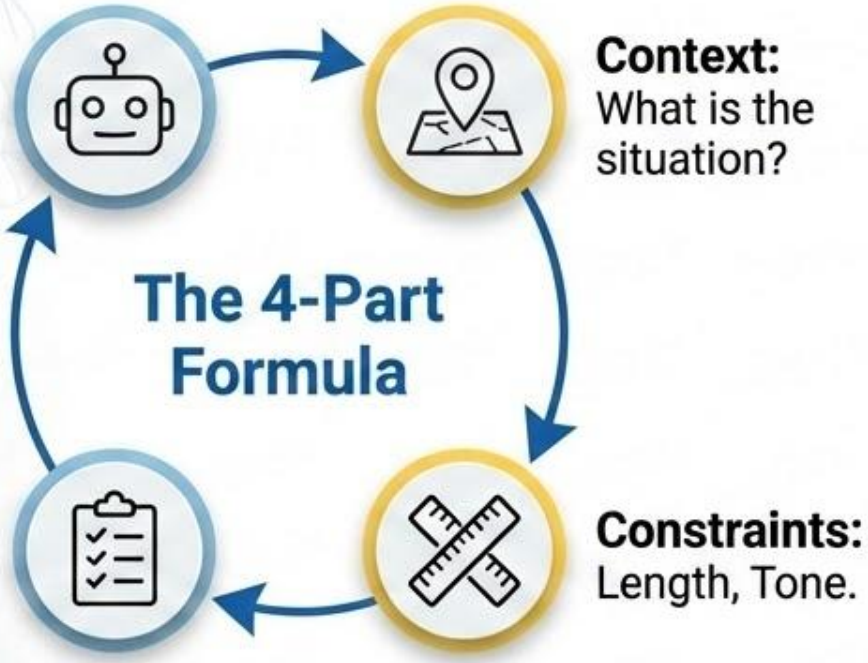
Write a proposal.

**Good Prompt**

Act as a consultant.

Write a 1-page proposal for a cleaning service in Managua.

Tone: Professional.



# Your Identity Prompt

Open ChatGPT or Gemini.

Wait for the AI to confirm.

Type this:
"I run a [Type of Business/Ministry] in [City, Nicaragua]. My goal is [Goal]. My audience is [Audience]. Remember this context."

AI Confirms

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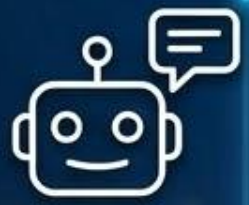
# Pro Prompting (use AI to write your prompt)

Paste this into ChatGPT or Gemini:



> “Turn my request into a pro prompt using 3 blocks: (1) System (role/mission/constraints + ‘assumptions in [brackets]’)(2) Task spec (deliverable, audience, section order, bullet/word caps, reading level, style rules), (3) Inputs (a place for me to paste notes). Ask me ONLY for the missing details needed to lock format and constraints.”

**1. System**
role/mission/constraints + 'assumptions in [brackets]'

**2. Task spec**
deliverable, audience, section order...

**3. Inputs**
a place for me to paste notes

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ACTIVITY #2

# The First Task

## Option A (Business):

"Draft a WhatsApp welcome message for a new customer. Keep it friendly, use emojis, and include a placeholder for my price list."

## Option B (Ministry):

"Draft a 3-point outline for a 5--minute devotional on ‘Hope in Hard Times’ for a youth group."

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# It's a Conversation

Did the first draft look perfect? Probably not. **Iterate**.

### Make it Shorter

That is too long for WhatsApp. Cut it in half.

### Change the Tone

It sounds too formal. Make it warmer and more 'Nica'.

### Add Format

Put the key points into a bulleted list.

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# Don’t Type. Talk.

Typing on a phone is slow. Use "Voice Mode".

- Brainstorm while driving.
- Roleplay difficult conversations.

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# 🔑 Top AI Use Cases for Business

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# 1 Marketing & Sales (Most Common)

**Tools:** Gemini, ChatGPT, Canva AI, Facebook/Instagram tools, Notebook LM

**Used for:**

- Writing Facebook & WhatsApp sales messages.
- Creating flyers, posters, menu images.
- Improving product descriptions.
- Translating content (Spanish ↔ English)

**Example (Micro-Business):**

A food vendor uses ChatGPT to rewrite a Facebook post promoting weekend specials → more engagement, same product.

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# 2 Customer Communication (Quiet but Powerful)

**Tools:**

- WhatsApp Business
- OpenAI ChatGPT
- Google Gemini

## Used for:

- Auto-reply drafts.
- Polite responses to complaints.
- Appointment reminders.
- FAQs

## Example: Beauty Salon

A beauty salon drafts 5 reusable WhatsApp replies (hours, pricing, location) using AI.

# 3 Business Planning & Ideas

**Tools:**

- OpenAI ChatGPT
- Google Gemini
- Notebook LM

## Used for:

- Naming businesses.
- Writing simple business descriptions.
- Clarifying target customers.
- Pricing ideas.

## Example:

A sewing entrepreneur asks: “Help me price school uniforms in my town.”

# 4 Accounting & Record-Keeping (Emerging)

**Tools:**

- OpenAI ChatGPT
- Google Gemini
- Notebook LM

## Example:

AI Assistant

**Analysis:** Yes, sales are consistently increasing by $50 per week, indicating positive growth.

## Used for:

- Simple income/expense categories
- Explaining profit vs cash
- Monthly summaries

## BBA Guardrail:

**AI explains — humans decide and verify.**

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# 5 Training & Learning

**Tools:**

- OpenAI ChatGPT
- Google Gemini
- Notebook LM

## Example:

## Used for:

- Learning how to sell
- Understanding customer service.
- Learning new skills (baking, repairs, digital tools).

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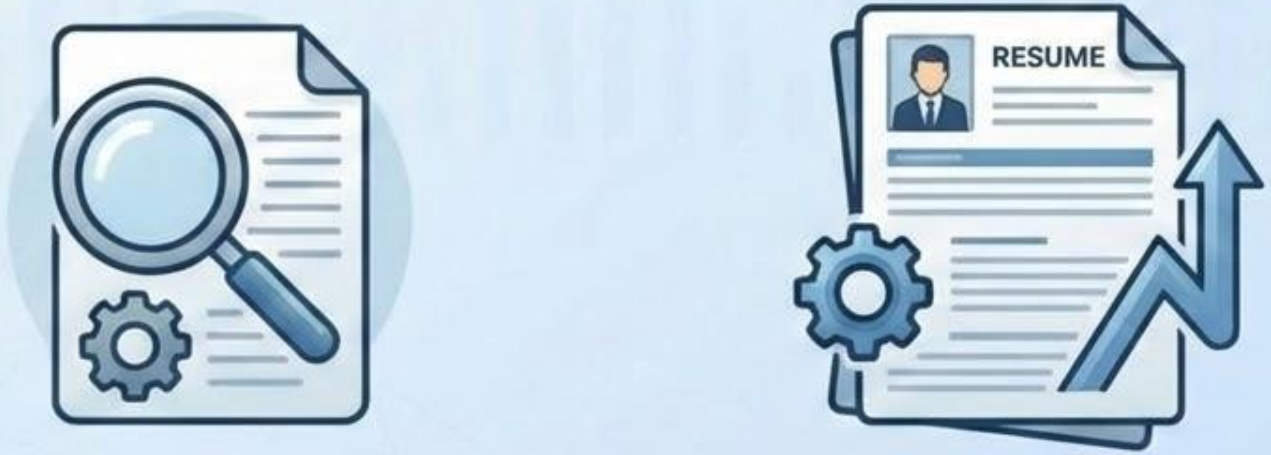
# 6 Hiring & CV Help (Small but Growing)

**Tools:** Gemini, ChatGPT, Notebook LM




- Writing simple job descriptions.
- Improving CVs.
- Preparing interview questions.

# AI Role-Playing for Businesses

Role-playing with AI is powerful because it:

- Works **100% on a phone**.
- Requires **no literacy in business theory**.
- Feels **safe** (no embarrassment).
- Can be repeated **anytime**.
- Builds **confidence** fast.

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# Why Role-Playing Outperforms Lectures

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# 🔑 Most Common Role-Play Use Cases

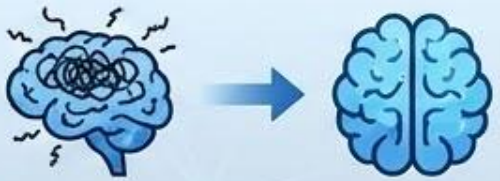
## 1 Customer Service Practice (Most Popular)

### Scenario:

### Used for:

- Handling complaints.
- Explaining value.
- Saying "no" politely.
- Keeping customers.

### Impact:



Entrepreneurs stop reacting emotionally and start responding professionally.

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# 🔑 Most Common Role-Play Use Cases

## 2️⃣ Sales Conversations

### Scenario:

### Used for:

- Opening conversations
- Asking for the sale
- Overcoming objections
- Upselling

### Example:

A food vendor practices how to suggest a drink or side dish.

# 🔑 Most Common Role-Play Use Cases

## 3 Pricing & Negotiation

### Scenario:

"You are a buyer asking for a discount."

### Used for:

- Defending fair prices.
- Avoiding underpricing.
- Practicing calm negotiation.

### Cultural Context:

This is huge in cultures where bargaining is common.

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# Practice Time
# Business Scenario “Difficult Customer”

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# Background Information

**Product:** 5-gallon purified water delivery + optional dispenser rental/cleaning.
**Customer:** impatient, price-obsessed, constantly compares competitor.

**Buyer's opening lines (pick 2–3):**

- "The other water guy is cheaper and tastes better. What's your best price?"
- "I don't have time. Can you match their price—yes or no?"
- "They deliver faster. Why should I pay more with you?"
- "If your seal breaks or the bottle leaks, are you replacing it or not?"

**Seller's rules:**

- No competitor-bashing, no fake claims, no arguing.
- Stay calm, move from **price** → **value/risk/reliability**, and propose a **next step** in under 60 seconds.

# Define your “truth-based differentiators”

Write 3–5 items that you can honestly offer (choose what fits your program):

- Delivery windows (same-day / next-day)
- **Seal + hygiene standard** (tamper seal, sanitation process)
- **Consistency** (taste, filtration steps)
- Leak/break replacement policy (clear terms)
- Dispenser cleaning/maintenance
- Business delivery priority / subscriptions
- Payment options (weekly/monthly)

Also determine:

- **Your current price** (or a sample price)
- Competitor’s claimed price (what the buyer says)

# ChatGPT or Gemini Prompt

You are a sales coach for a large purified water delivery business in Nicaragua. Customer profile: price-oriented, impatient, keeps saying competitor is cheaper and higher quality.  My offer: 5-gallon purified water delivery + [optional dispenser rental/cleaning].
My truth-based differentiators:

- [bullet 1]
- [bullet 2]
- [bullet 3]

My current price: [price]. Competitor claim: [price] and “better quality.”
Output:

1. A 20-second calm response that acknowledges price + reframes to reliability/safety.
2. 5 fast questions that expose the real need (delivery time, seal, leak policy, consistency).
3. A “value ladder” with 3 options: Basic / Reliable / Premium (include what’s in each).
4. Two close lines: “start today” and “trial delivery for one week”
   Constraints: short sentences, WhatsApp-friendly, no made-up claims.

# Share the AI responses that you received from this exercise.

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# 🔑 Top AI Use Cases for Churches & Ministries

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# Sermon & Teaching Preparation (Most Common)

**AI Tools**

ChatGPT, Gemini, Notebook LM

**Used for**

- 📖 Sermon outlines
- 💡 Illustrations and examples
- ✝️ Cross-references
- 👩‍🦱 Youth and children's lesson structure

**GUARDRAIL**

**AI may assist structure, never replace Scripture study or discernment.**

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# Bible Study & Training Support

**Tools:** ChatGPT, Notebook-style tools

**Used for:**

- Small-group discussion questions
- Youth devotionals
- Leadership training summaries
- Explaining difficult passages (with verification)

**Example:**

A lay leader asks AI to turn a chapter into **5 discussion questions** for a cell group.

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# Communication & Outreach (High Adoption)

**Tools:** ChatGPT · Gemini · Canva · WhatsApp

- WhatsApp announcements
- Event flyers and posters
- Social media captions
- Follow-up messages after services

**Why this works:**
Most churches already live on **WhatsApp + Facebook**.

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# Translation & Language Help

**Tools:** ChatGPT ✦ Gemini

- Translating devotionals
- Adapting outside resources into Spanish
- Simplifying theological language

⚠ **BBA Guardrail:**
Translations require **pastoral review** before teaching.

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# Youth & Children's Ministry

**Tools:** ChatGPT Canva

**Used for:**

- Games and activities
- Lesson ideas
- Visual storytelling
- Object lessons

**Impact:**
Keeps younger leaders engaged and confident.

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# Administrative Help (Quiet but Valuable)

**Tools:** ChatGPT | Gemini | Google Docs | NotebookLM

**Used for:**

- Ministry reports
- Donor updates
- Meeting summaries
- Volunteer role descriptions

**Example:**
A pastor dictates notes → AI organizes them into a clean report.

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# Leadership & Conflict Role-Playing (Emerging)

**Tools:** ChatGPT

**Used for:**

- Practicing hard conversations
- Conflict resolution
- Counseling boundaries (non-clinical)
- Leadership decision clarity

*This use is growing fast once pastors experience it safely.*

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# Practice Time
# Church Scenario “Sermon Prep”

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# Sermon Prep Research (Weak Prompt → Strong Prompt)

**Scenario (everyone uses the same):**

You're preaching this Sunday on **James 1:19–27** ("listen, speak, anger, doers of the Word"). Your audience is a **mixed congregation in Nicaragua** (new believers + mature believers). You need **research support + structure**, not a ghostwritten sermon.

## Round 1: Use a WEAK prompt (on purpose)

Everyone paste this prompt:

**Weak Prompt**

Help me with a sermon on James 1:19–27.

**How was the response?**

# Round 2: Use a STRONG prompt (copy/paste)

## Strong Prompt

Act as a Bible study research assistant (not a preacher). Help me prepare a sermon teaching outline on **James 1:19–27** for a mixed congregation in Nicaragua (new believers + mature believers).

## Requirements:

1. Give a **clear outline** with 3 main points and short sub-points.
2. Provide **key observations from the text** (context, repeated words, contrasts, commands).
3. List **5 cross-references** (book + chapter + verse) that truly connect to the passage, and explain in one sentence why each connects.
4. Give **2 real-life illustrations** suitable for Nicaragua (family life, work, market, community).
5. Provide **one application challenge** for the week and a simple closing prayer outline (3 lines).
6. Do not write a full sermon manuscript. Keep everything grounded in the passage. If uncertain about a reference, say so.

**Tip:** Instead of typing, take a picture with your phone and upload it into Chat GPT or Gemini.

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# Share the AI responses that you received from this exercise.

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# Practice Time
# Ministry Scenario “Plan a New Ministry Segment”

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# Sermon Prep Research (Weak Prompt → Strong Prompt)

## Scenario (everyone uses the same):

Your church wants to launch a new outreach segment called “Family Strength Nights” to serve families in the community.

## Round 1: Use a WEAK prompt (on purpose)

Everyone paste this prompt:

**Weak Prompt**

Give me ideas for a new ministry.

**How was the response?**

# Round 2: Use a STRONG prompt (copy/paste)

Act as a ministry program planning assistant for a church in Nicaragua. Help me brainstorm and plan a new ministry segment called **“Family Strength Nights.”** Context: Our church has limited budget, mostly volunteers, and we want something simple but consistent. Most families use WhatsApp; many are first-time visitors to church.
Audience: parents (20–45) with children (5–14).
Constraints:

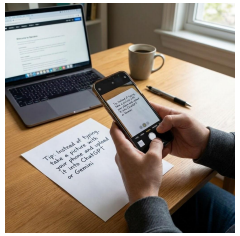
- Runs 2 times per month (Saturday evenings)
- 90 minutes per session
- Budget: $40 per event
- Volunteer team: 6 people
- Location: church courtyard/classroom

Output required (use clear headings):

1. **One-sentence mission statement**
2. **3 measurable goals** (simple metrics we can track)
3. **Program format** (minute-by-minute agenda for 90 minutes)
4. **Volunteer roles** (6 roles with responsibilities)
5. **Materials list** (low-cost)
6. **A 4-week launch plan** (week-by-week tasks)
7. **2 WhatsApp invitation messages** (Version A simple; Version B energetic with emojis)

Guardrails: Keep it culturally appropriate for Nicaragua, avoid manipulation or guilt language, and keep it realistic for volunteers.

**Tip:** Instead of typing, take a picture with your phone and upload it into Chat GPT or Gemini.



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# Share the AI responses that you received from this exercise.

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# Notebook LM

## The Game Changer

# What Do You Get For Free?

## Currently, NotebookLM is 100% Free with a Google Account.

Unlocking advanced research and analysis without cost.

# THE GAME CHANGER

## Why is everyone talking about NotebookLM?

### ZERO HALLUCINATIONS

It only answers from YOUR data.
It doesn't make things up.

### MULTIMODAL

It reads PDFs, Slides, Websites, and Text simultaneously.

### PRIVATE

Your data stays in your notebook.
It is not used to train the public model.

# NotebookLM: Feature Overview

**Sources**
Upload almost anything

**Chat with Sources**
Discuss your data

**Audio Overviews**
Podcast-style deep dives

**Briefing Doc**
Instant executive summary

**FAQ Generator**
Customer service scripts

**Suggested Questions**
Cure for Writer's Block

**Study Guides**
Quizzes & Glossaries

**Timeline**
Historical ordering

**Saved Notes**
Pinning insights

**Language Support**
Multilingual expert

**Video Overviews**
Explainer videos

**Mindmaps & Infographics**
Visualize & present content

# FREE ALLOWANCE LIMITS

## NOTEBOOKS

Up to **100** separate notebooks.

## SOURCES PER NOTEBOOK

Up to **50** sources.

## SIZE PER SOURCE

Up to **500,000** words (or 200MB PDF).

## AUDIO OVERVIEWS

**Unlimited** generation.

# Feature 1: Sources

The foundation of your notebook. You can mix and match.

## Files

PDFs, Google Docs, Slides.
(Manuals, Sermons, Contracts)

## Web

Paste a URL. It reads the text (no paywalls).

## Text

Copy text from WhatsApp or Notes and paste directly.

NotebookLM

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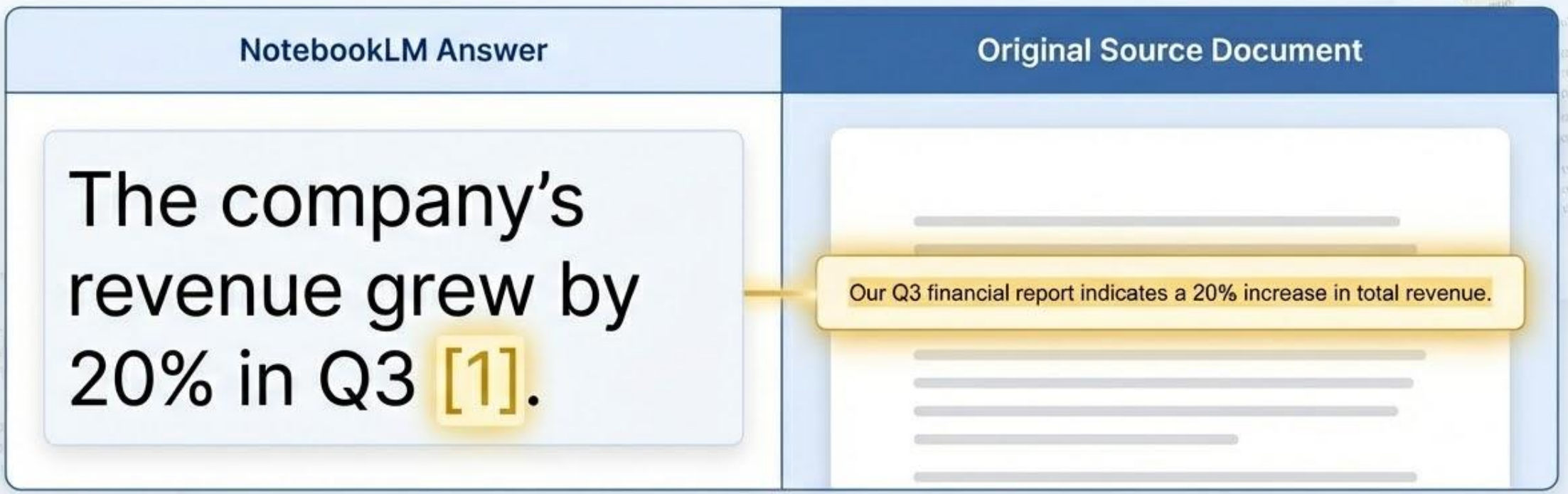
# Feature 2: Citations (Trust)

This is the #1 reason to use NotebookLM for serious work.




## Why it matters

If you are quoting a price or a Bible verse, you cannot afford to be wrong. **Citations. Citations prove the truth.**

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# Feature 3: Audio Overviews

## The “Magic” Feature.

It takes your dry documents (like a 50-page PDF) and turns them into a lively “Radio Show” conversation.

🎙️🎙️ Two AI hosts (male/female) discuss, joke, and use metaphors to explain your content.

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# Deep Dive: Customizing Audio

## You are the Director. You can tell the hosts what to focus on.

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# Audio: Ministry & Biz Use Cases

## For Pastors

Upload your sermon transcript. Ask for an audio summary to share with the congregation on Monday.

## For Entrepreneurs

Upload a complex legal

Upload a complex legal contract. Listen to the hosts discuss “Risk Factors” while you drive to the meeting.

# Feature 4: The Briefing Doc

The “Cheat Sheet”.

As soon as you upload a source, NotebookLM creates a **"Source Guide"**.
Click it to get up to speed in seconds.

### Key Themes Summary

Key themes summary thrrn notebookLM, content, and sedden discitinner.

### Main Arguments

Main arguments and main complete to theirlocal and competition.

### Cast of Characters (if applicable)

Cast of bokef and cast of characters and applicable)) masɑling profit.

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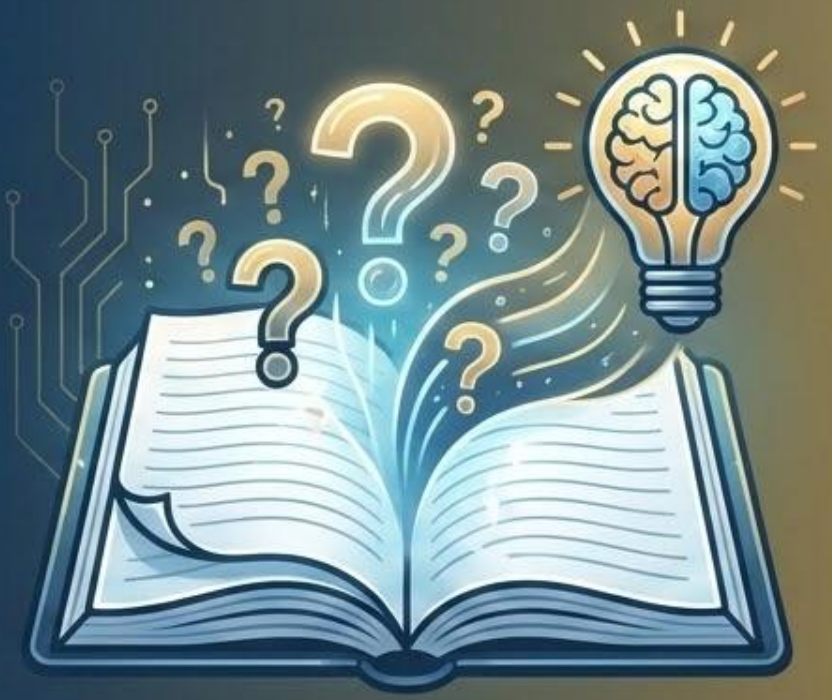
# Feature 5: Suggested Questions

## Cure for Writer's Block.

Sometimes you don't even know what to ask. NotebookLM reads your file and offers 3-5 smart questions to get you started.



"What are the safety risks listed in the manual?"

"Compare the pricing strategy to 2024."

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# Feature 6: **Study Guides**

## Turn any **document** into a **Classroom**.

### Quiz / Exam

Generates multiple choice or short answer questions based on the text.

### Glossary

Extracts difficult terms and defines them.

### Essay Topics

Suggests deep questions for reflection or preaching.

# Feature 7: Timeline & TOC

## Timeline

Extracts dates and events.
Perfect for studying the Life of David or reviewing a Project Schedule.

## Table of Contents (TOC)

Even if you upload 20 messy text files, it creates a unified TOC so you can navigate your knowledge base.

# Feature 8: Deep Research (NotebookLM)

## What it is

- NotebookLM is a source-grounded research notebook: you load your materials and it answers questions and creates study artifacts grounded in your sources, with citations/guardrails for verification.
- It can also pull in relevant web materials via Discover Sources (built-in web finder) so your notebook becomes a curated research pack.

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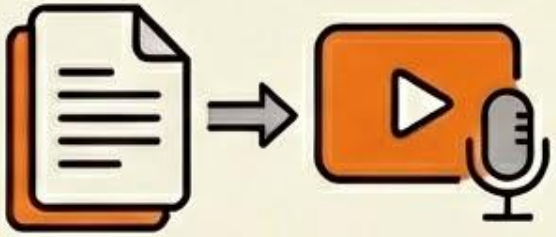
# Feature 9: NotebookLM Video Overviews

## What it is (why it's powerful)



- NotebookLM creates **Audio/Video Overviews** that explain your uploaded materials in natural language—source-grounded for fast training + teaching prep

## Ideal for turning policies, lesson packets, and SOPs into quick video explainers for:

- Staff, volunteers, students, and pastors.

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# How to generate a Video Overview (30–60 seconds)

**1.** Create a notebook → add sources (Docs/ Slides/PDF/URLs/ YouTube/audio).

**2.** Click "Video Overview" → select sources/sections.

**3.** Set aspect (16:9 / 9:16 / 1:1) + language.

**4.** Add style + scene notes (quotes, stats, diagrams) and specify caption-safe space.

**5.** Generate → review → download; finish voice/nesd; finish voice/music/captions in Slides/Canva/CapCut if needed.

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# Feature 10: Sharing & Permissions

NotebookLM is built for collaboration.

**Viewer Access**
"Read Only"

Great for sharing manuals with students or volunteers who shouldn't change the data.

**Editor Access**
"Collaborate"

Great for leadership teams working on a shared project.

**Public Link**
"Publish"

Create a public URL for your Audio Overview or Briefing Doc to share on WhatsApp.

# Feature 11: Saved Notes

Synthesis Mode.

When the AI gives a great answer, click the **Pin icon**. It saves it as a **card**.

You can select multiple cards and ask NotebookLM to:

**"Combine these notes into a single email."**

# Feature 12: Language Flexibility

It is your Multilingual expert.

## English → Spanish

Upload an English manual.

Ask questions in Spanish.
It answers in Spanish.

## Spanish → English Audio

Upload a Spanish document.

Generate an English Audio Overview to practice listening.

# Feature 13: Analytics

Who is reading your notebook?

**VIEWS**

How many people opened it.

**ENGAGEMENT**

How long they stayed.

**SHARES**

How often it was forwarded.

When you publish a Public Link, NotebookLM provides insights into the traffic.

# Use Case: The Pastor's Library

**Goal:** Sermon Prep.

- Create Notebook: "Sermon Series: Ephesians".
- Source 1: PDF Commentary on Ephesians.
- Source 2: Your previous notes.

**Action:** "Generate a 3-point outline for Ephesians 4 focused on Unity."

# Use Case: The Entrepreneur

**Goal:** Market Research.

- Create Notebook: "New Product Launch".
- Source 1: Link to competitor's website.
- Source 2: Link to competitor's Facebook page.

**Action:** "Create a Briefing Doc comparing their pricing to mine."

# Access our AI Portal

**Our Portal contains**

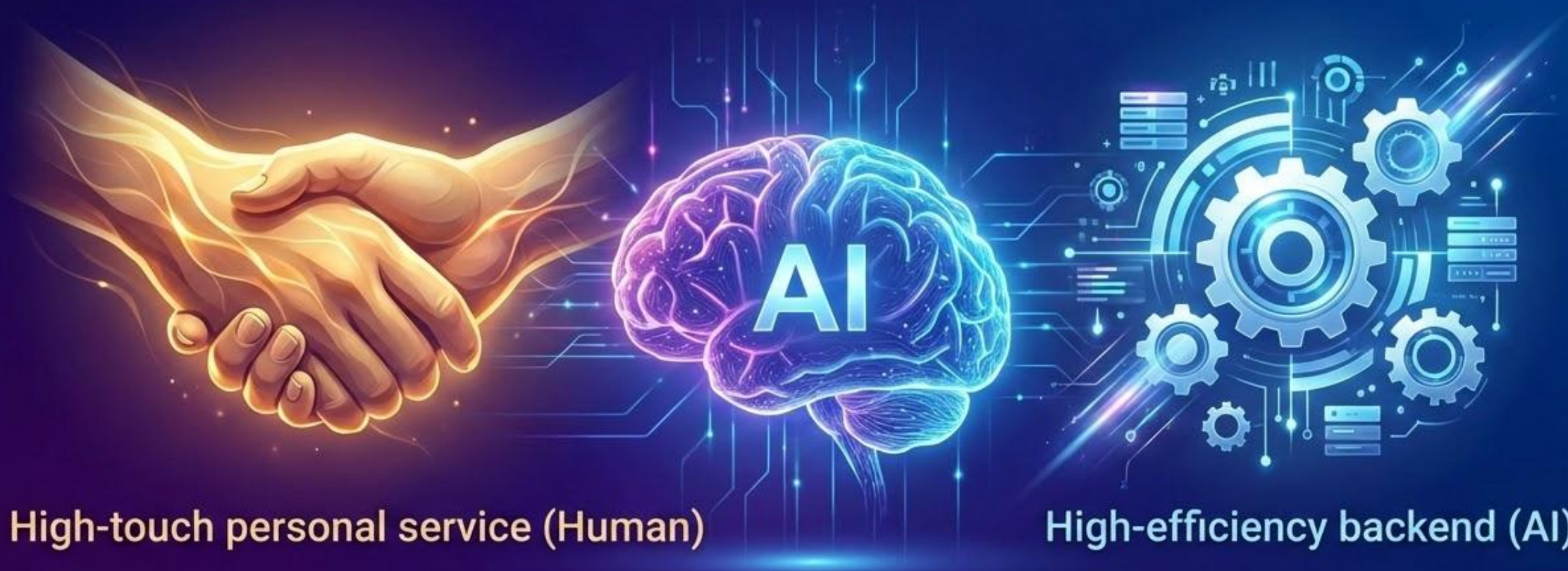
- The PDF version of this presentation.
- The PDF version of our full AI manual for entrepreneurs and ministries.
- Access to our Notebook LM AI notebook with podcast.
- Use the QR code to login and explore!

**AI Portal QR Code**

[AI Portal Link]

# The Future

# The Future: Hybrid Intelligence

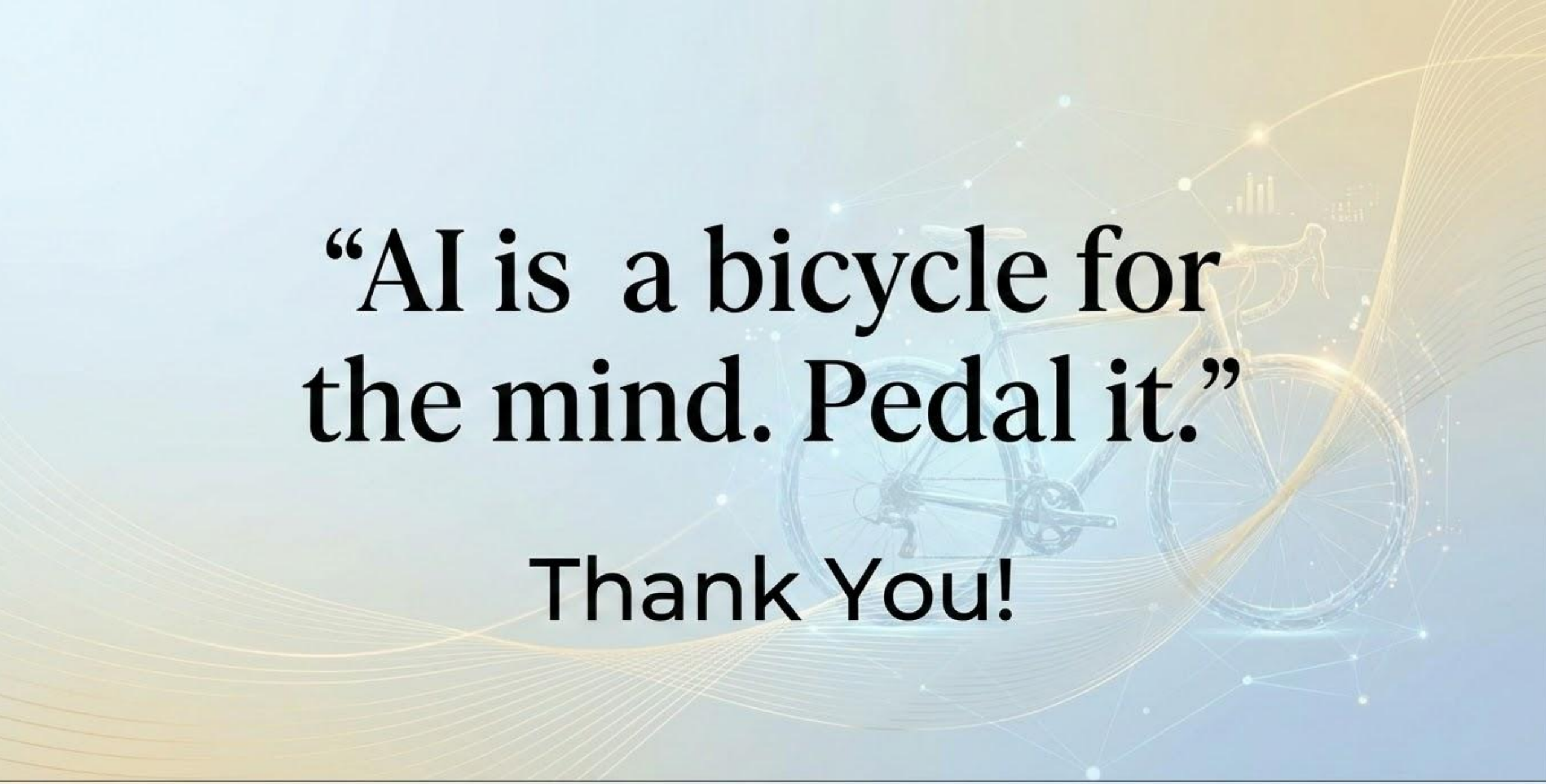



High-touch personal service (Human)

High-efficiency backend (AI)

# Humans + AI

It’s not ‘AI vs. Humans’. It’s Humans + AI.


“AI is a bicycle for the mind. Pedal it.”
Thank You!