

Small Business

bAIasics



U.S. Chamber of Commerce
Foundation

With support from



Single Training Session

**A step-by-step guide empowering
host partners to lead and support
Small Business B(AI)asics trainings
in their communities.**

Program Overview

Small Business B(AI)sics is a free, practical AI training initiative from the U.S. Chamber of Commerce Foundation and the U.S. Chamber of Commerce, supported by Google.

The program helps small business owners and entrepreneurs build AI skills they can use to save time, strengthen operations, stay competitive, and support a more resilient local economy.

This overview is for host partners interested in offering a one-time in-person, interactive training session for small businesses in their community or network.

Who Can Host a Session?

Ideal host partners include chambers of commerce, business associations, and community organizations with small business networks. Hosts should be able to promote the session locally, coordinate registration and venue logistics, and work toward a target of at least 50 small business participants.

What Participants Will Learn

Participants will learn foundational AI concepts, practice prompt-writing, identify a business pain point, and complete a hands-on AI action plan they can apply immediately.

Session Snapshot

Format	One-time, in-person, facilitator-led training
Recommended time	2-hour event block; 1.5-hour core curriculum
Audience	Small business owners, entrepreneurs, and business-support organizations
Participant goal	Work toward at least 50 small business participants

Roles at a Glance

The Foundation provides the facilitator, curriculum, promotion materials, planning resources, registration and reporting templates, and data privacy guidance.

Host partners provide the venue, local promotion, registration, attendee communications, on-site logistics, participant sign-in, and post-event reporting.

Recommended Planning Timeline

7–8 weeks before	4–6 weeks before	1 week before
Confirm date, audience, venue, and goals with the Foundation	Launch registration and begin promotion using Foundation materials	Confirm room setup, AV/Wi-Fi, attendee count, facilitator logistics, and backup plans
24–48 hours before	After the event	
Send attendee reminder and submit registrant list to the Foundation	Submit attendance data, small business count, and follow-up materials within 2 business days	

Registration, Attendance Data, and Privacy

Hosts should use Foundation registration, attendance, and reporting templates; capture required participant consent; track total attendees and small businesses represented; and avoid collecting unnecessary sensitive information. Each small business should be counted once for reporting.

How to Get Started

Ready to bring Small Business B(AI)sics to your community? Reach out to your U.S. Chamber of Commerce Foundation program contact or email us at FoundationBAlsics@uschamber.com to express your interest and begin the planning process.

Questions and Support

For questions at any stage, reach out to your Foundation contact directly and include FoundationBAsics@uschamber.com on your correspondence. We are here to make this as easy as possible for you and your team.

- Session scheduling and facilitator coordination
- Materials, Dropbox access, or promotional assets
- General program questions

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