

For your team

VIDEO 1 · AI SKILLS SERIES

Getting Started with AI *Tools*

You don't need to be technical to use AI. It responds to plain language, so you can message it in the same way you'd explain something to a colleague. In this meeting, you'll intro the five core AI capabilities and how to start using them today.

FORMAT*Team discussion***WATCH**

Video 1

SERIES

AI Script Discussion Guides

BEFORE YOU START

Meeting overview

OVERVIEW

You don't need to be technical to use AI. It responds to plain language, so you can message it in the same way you'd explain something to a colleague. In this meeting, you'll intro the five core AI capabilities and how to start using them today.

GOAL OF THIS MEETING

Get clear on what AI actually does, take the intimidation out of getting started, and leave with one concrete task to try this week.

Agenda

3 PARTS

01 Icebreaker

02 Discussion questions

03 AI skill tip

OPEN THE DISCUSSION

Warm *up*.

01 Icebreaker

Invite everyone in the group to share. Keep answers to one or two minutes per person.

What's one thing at work that eats more of your time than it should — that you wish you could just offload?

GO DEEPER

The *discussion*.

02 Questions for discussion

Move through the questions at the pace that suits your group. You don't need to cover every one — pick the prompts that resonate and let the conversation breathe.

- 01 Of the five capabilities — drafting, summarizing, researching, organizing, analyzing — which one would make the biggest improvement to your work right now and why?
- 02 What is the most impactful way you've used AI so far — and what did it change about how you work or think?
- 03 The video says a common mistake is trying AI once, getting something mediocre, and concluding it's not useful. Have you ever given up on using AI for a task? If you were to try again, what could you change to improve the outcome?
- 04 The video advises to try offloading just part of a task. What would that look like for the task you named in the icebreaker?
- 05 What's one new AI skill you could try this week that you haven't tried yet? Name the task and the tool.

TRY THIS

AI skill *tip*.

03 AI skill tip

AI Skill: Role + Context Prompting The best way to get a useful output is to give AI a clear role and real context. Instead of 'Help me write an email,' try: 'I'm a project manager. I need to send a brief update to my board chair about a delayed deliverable. Here's what happened: [2–3 sentences]. Here is a relevant document: [link]. Write a professional, direct email that leads with the delay and closes with next steps.' Front-loading context is the one habit that improves almost every AI interaction.