

For your team

VIDEO 6 · AI SKILLS SERIES

Using AI as Your Personal Career *Coach*

Not everyone has access to a career coach, but AI can fill the gap. It can help you assess the skills you need to get promoted, frame your accomplishments in impact language, pressure-test your positioning, and think through your longer-term trajectory.

FORMAT*Team discussion***WATCH**

Video 6

SERIES

AI Script Discussion Guides

BEFORE YOU START

Meeting overview

OVERVIEW

Not everyone has access to a career coach, but AI can fill the gap. It can help you assess the skills you need to get promoted, frame your accomplishments in impact language, pressure-test your positioning, and think through your longer-term trajectory.

GOAL OF THIS MEETING

Learn how to use AI to frame your accomplishments in impact language and advise you on important career conversations.

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.

If you had 30 uninterrupted minutes with a brilliant career coach who knew your field perfectly, what would you ask them?

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 Think about a career conversation you've been putting off — a negotiation, a tough check-in, asking for something big. AI allows you to rehearse it as many times as you needed, with zero judgment. Try this out on a AI tool now and share back with the group what you learned.
- 02 If you had to adjust the prompt to get a better result — what did you change? What does that tell you about how AI handles your kind of work?
- 03 The video recommends asking AI to give advice grounded in research on how women specifically advance — to avoid reinforcing bias. Has anyone tried that framing? What did it change about the advice you got?
- 04 What career goal or next step are you working toward right now — and what's the one question you'd most want a coach to help you think through it?
- 05 What's one career conversation coming up — a review, a check-in, a pitch — that you could use AI to prepare for this week?

TRY THIS

AI skill *tip*.

03 AI skill tip

AI Skill: Accomplishment Rewriter (Pro tip covered in Guide 7: Build this as a Claude Project or Skill, a ChatGPT Custom GPT, or a Gemini Gem so it remembers your context every time.) Once you've set up your Skill, don't just save it. Use it. Bring it something real: a draft you need to write, a decision you're thinking through, a week's worth of tasks you want to prioritize. Then ask yourself: did it save you time re-explaining context? Did the output feel closer to what you needed on the first try? If yes, add one more document or instruction. If not, adjust the setup and try again. The assistant gets better as you refine it. The only way to know what's missing is to actually use it.