

AI Manager Worksheet

Use this page during the workshop. Choose one task you could improve this week.

START HERE

Pick a task that is slow, repetitive or inconsistent. Keep the first test low-risk.

1 THE TASK

What recurring task takes too much time or effort?

2 THE GOAL

What would improve: time, quality, rework, service or safety?

3 THE AI ROLE

What should AI do first?

- ☐ Draft ☐ Summarize ☐ Rewrite ☐ Compare
☐ Brainstorm ☐ Role-play ☐ Build a checklist

4 THE DATA CHECK

What must be removed, redacted or approved?

- ☐ Public ☐ Internal ☐ Personal
☐ Confidential ☐ Regulated ☐ Proprietary

5 BUILD YOUR PROMPT

Give the tool enough context to help. Tell it what not to invent.

Act as a [role]. Context: [facts]. Task: [what you want]. Audience: [who will use it].

Constraints: [privacy, tone, format]. Quality check: [what makes the result useful].

Ask clarifying questions first. Do not invent facts. Flag uncertainty and required human review.

TRY IT

What will you test today?

CHECK BEFORE USE

What must a person verify?

Your next step: Try one prompt. Review the output yourself & with a critical colleague & another AI.

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Top 10 AI Prompts for Adams County Leaders

Use one prompt today.

Replace the bracketed words and keep sensitive information out of unapproved tools.

ROLE	CONTEXT	TASK	AUDIENCE	CONSTRAINTS	QUALITY CHECK
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Choose a prompt that matches the work you need to move forward. Review every output before you use it.

1. Jobsite safety Turn these jobsite notes into a safety briefing with actions, risks and questions. Do not invent facts.	6. Plain language Rewrite this announcement in plain language for travelers, residents, customers or patients.
2. Regulatory update Summarize this regulatory update for field supervisors. Separate requirements, deadlines and items to verify.	7. Event marketing Create three messages for [event or service] for [audience], each with a different tone. Keep facts unchanged.
3. Project options Compare these project options by cost, risk, dependencies and approvals. Show assumptions.	8. Job posting Draft a job posting from these bullet points. Ask clarifying questions first. Do not screen candidates.
4. Quality review Create a quality-review checklist from these steps. Mark where a qualified person must sign off.	9. Meeting recap Summarize this community or board meeting into decisions, concerns, owners and follow-up questions.
5. Shift handoff Draft a shift handoff from these incident notes. Flag missing details and do not infer.	10. Policy explainer Rewrite this policy in plain language. Flag terms that require legal, clinical or policy review.

TRY ONE NOW

Good first use cases are low-risk, measurable and annoying. Start small and improve the workflow.

Prompt number (1-10): _____

My Prompt Text:

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The AI Philosophy in Five Building Blocks

Use this page to turn your values into a clear point of view about AI at work.

START HERE

A useful philosophy helps people decide what AI is for, what remains human and where

1 PURPOSE

What outcome should improve?

For example: time, quality, service or safety.

2 HUMAN ROLE

What judgment, care, relationship or accountability remains with people?

3 VALUES

What must remain true?

Check the values that matter most.

☐ Accuracy ☐ Privacy ☐ Fairness

☐ Accessibility ☐ Safety ☐ Trust

Non-negotiable: _____

4 BOUNDARIES

Which data and decisions are off-limits?

Data: ☐ Personal ☐ Confidential ☐ Regulated

☐ Proprietary ☐ Other: _____

Decisions: ☐ Safety ☐ Medical ☐ Legal

☐ Employment ☐ Eligibility

5 LEARNING

Who reviews the results? What will you measure? When will you revisit the decision?

Reviewer: _____ Measure: _____ Revisit date: _____

STAIR CONNECTION: Use these questions to connect your philosophy to a real workflow.

S STRATEGY What outcome improves?	T TRUST What data and review are needed?	A AUDIENCE Who could be affected?	I INTEGRATION Where does AI fit in the workflow?	R RESULTS What will you measure & when?
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EXAMPLE WORKING PHILOSOPHY

Adapt it to your organization and industry.

We use AI to reduce repetitive work and make information easier to use. People remain responsible for facts, decisions, relationships, privacy, fairness, and accessibility. We use approved tools, protect sensitive information, and review outputs before they affect people. We do not delegate safety-critical, medical, legal, employment, or eligibility decisions to AI.

WRITE YOUR PHILOSOPHY: Complete the sentences. Keep your language specific enough to guide a real decision.

We use AI to _____.

People remain responsible for _____.

We protect _____.

A person reviews _____ before _____.

We will not use AI to _____.

PAIR SHARE Could a new employee apply this tomorrow?

Your next step: Share your draft with one person who will use it. Revisit it after 30 days.

Traffic Light: Guardrails for AI at Work

Use AI to support work, not hand over accountability. When in doubt, pause and ask who owns the decision.

● GREEN Good starting points	● AMBER Approval and review	● RED Never delegate
☐ Brainstorming ☐ First drafts ☐ Public content ☐ Meeting organization ☐ Generic checklists ☐ Role-play ☐ Process mapping	☐ HR materials ☐ Financial analysis ☐ Customer records ☐ Internal strategy ☐ Regulated content ☐ Personal data	☐ Hiring or firing decisions ☐ Legal conclusions ☐ Medical decisions ☐ Safety-critical decisions ☐ Confidential data in unapproved tools ☐ Automated decisions affecting people

WHAT THE MANAGER STILL OWNS

AI can help prepare the work. A person remains accountable for the result.

ACCURACY	PRIVACY	FAIRNESS	ACCESSIBILITY	ACCOUNTABILITY
Check facts and sources.	Protect personal and confidential data.	Look for bias and unequal impact.	Make the result usable by more people.	Name the person who makes the decision.

STAIR CHECK

Use this 30-second test before you try, share or scale an AI workflow.

S STRATEGY What outcome improves?	T TRUST What data and review are needed?	A AUDIENCE Who could be affected?	I INTEGRATION Where does it fit the workflow?	R RESULTS What will you measure and when?
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MY 30-DAY COMMITMENT

If the use case is high-risk, stop.

Get the right approval before putting people, data or reputation at risk.

- ☐ One workflow: _____
- ☐ One measure: _____
- ☐ Review date: _____
- Questions:

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Notes on Philosophy

A philosophy can sound reasonable and still be unusable. Ask the 5 questions (e.g., what is AI for, what remains human, etc). For example this philosophy from SLACK: *Data Privacy, security, customer control, permission-based access, and keeping data within Slack's infrastructure. This does not explain what people remain responsible for, where the boundaries are for sensitive decisions, or who owns the learning. Largely just about product-security.*

Free Basic Training

- **Coursera: AI for Everyone**
<https://www.elementsofai.com/>
<https://www.coursera.org/courses?query=free&skills=Artificial%20Intelligence>
- **University of Helsinki: Elements of AI**
<https://www.elementsofai.com/>

Front Range Community College (See reverse for IBM)

Courses and programs for business, cybersecurity, automation, robotics, and other technology related practices – and AI in English, Media & Graphic Design – across industries and occupations (credit toward credentials or short term for specific skills) – search programs by degree (<https://www.frontrange.edu/programs-courses/index.html>) or short term skill building.

- Boot Camp to master AI from prompts to automation
<https://techbootcamps.frontrange.edu/programs/applied-ai-skills>
- Introduction to AI
<https://continuingeducation.frontrange.edu/frontrange/course/course.aspx?C=122&pc=21&mc=0&sc=0>
- Digital marketing for Small Business Success
<https://continuingeducation.frontrange.edu/frontrange/course/course.aspx?catId=7>

For Critical Thinking and Skill Building to Advance Learning (Blog)

<https://blog.frontrange.edu/2026/08/17/how-to-use-ai-in-college-without-cheating-yourself-out-of-an-education/>

Frameworks and Nationally Recognized Principles

[NIST's AI Risk Management Framework](#), [OECD AI Principles](#), [UNESCO's Recommendation on the Ethics of Artificial Intelligence](#)



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Resources will be available this month

FANTASTIC 1-HOUR SKILLS BUILDING SERIES

Register now

<https://go.frontrange.edu/e/1114673/vDE8fMEkR/4q962v/3524703979/h/AxJjPUrx25zpMwYE8ZUsIWQ6Ec0AWbkFNot08Cufllcs>

Webinar 1: Build the Ultimate Ticket Tracker

September 22, 2026 12-1 PM ET

Join this IBM SkillsBuild webinar to build your own ticket-tracking application while exploring how AI can help turn an idea into a working project. Through a live demo, you'll create features like price alerts, source comparison, and fraud detection while learning AI-assisted development skills used in real-world software projects.

Webinar 2: Build an AI Wellness App in 60 Minutes

Date: September 29, 2026, 12-1pm ET

In this 60-minute webinar, learn how AI dev tools like IBM Bob can accelerate building health-tech apps. This session covers market context, a live coding demo, and key security/privacy practices for handling health data.

Webinar 3: AI in Healthcare: Turn Patient Feedback Into Better Care

Date: October 06, 2026, 12-1 pm ET

In this 60-minute webinar, discover how generative AI and IBM Bob can transform patient feedback into actionable insights. This session walks through summarizing patient feedback with AI, evaluating the quality of AI-generated summaries, and designing a service recovery plan — all through a live coding demo

Webinar 4: How Smart is Your Spending? Build an AI-Powered Finance Tool

Date: October 13, 2026, 12-1 pm ET

In this 60-minute webinar, we will explore if AI can help you save — or quietly nudge you to spend more. This session breaks down how AI shows up in personal finance today, then uses IBM Bob to live-build a simple tool that puts you back in control of your money.

Webinar 5: Build an AI Project That Makes Your Resume Stand Out

Date: October 20, 2026, 12-1pm ET

In this 60-minute webinar, we will explore how the job market is evolving fast, and AI fluency is now a core career skill. This session shows how IBM Bob can be used to build real, hands-on projects — turning practical AI experience into portfolio-ready proof of career readiness.

Webinar 6: AI in Education: Build AI Tools That Adapt to How Students Learn

Date: October 27, 2026, 12:00pm ET

In this 60-minute webinar, we will explore how AI in education is booming, but "getting it right" matters — this session explores what responsible, effective AI tools for education look like, from adaptive tutoring to accessibility support. Through a live demo, you'll see IBM Bob used to build a sample education tool from scratch, with a focus on student data privacy and responsible design.

READY FOR MORE? 1-WEEK LEARNING EXPERIENCE

Guided Learning Experience: AI Productivity Workflows (AI at Work)

- **Enrollment Period:** October 12, 2026 through October 30, 2026
- **1 week experience:** November 03, 2026 through November 10, 2026
- **First instructor led session:** November 03, 2026 // **Second Instructor led session:** November 10, 2026

This 1-week cohort helps participants build practical AI-powered workflows to boost daily productivity, using IBM tools and the free version of IBM Bob for hands-on practice. Through two guided sessions, learners will identify repetitive tasks worth automating, build simple AI-assisted tools and workflows with IBM Bob, and walk away with reusable systems that save time in their real work — all without needing a paid license.
