

AI for Managers & Business Leaders

Work smarter without losing judgment

AC-Rep Workshop

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WHAT YOU'LL LEAVE WITH

ONE WORKFLOW

A practical, low-risk task you can improve tomorrow.

ONE PROMPT

A reusable prompt with context, constraints and quality checks.

ONE SET OF GUARDRAILS

A simple way to protect people, data and trust.

Pick one workflow. Try one prompt. Measure one thing.

QUICK WARM-UP

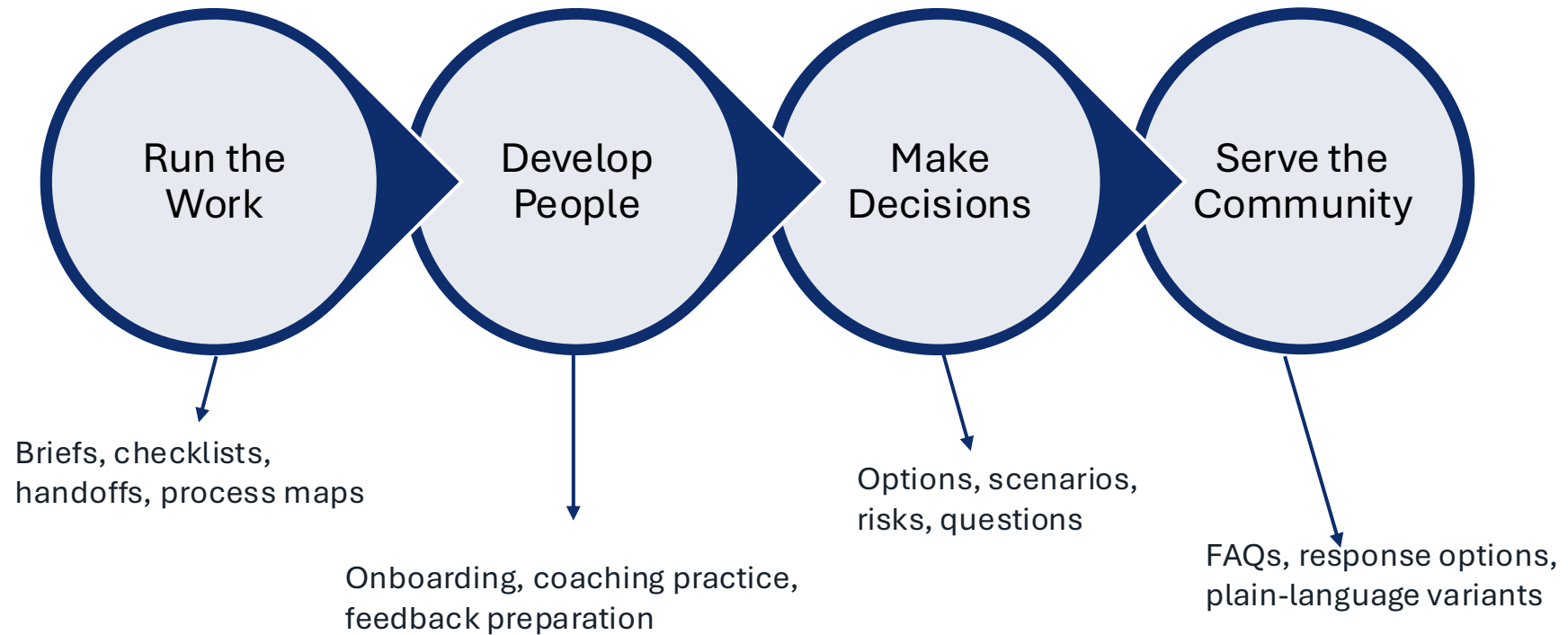
What work would you gladly ask AI
to create a first draft of?

What would you **never** delegate?

Share with your neighbor

AI-TOOLBOX

Protect the trust



BEYOND AWARENESS → IMPLEMENTATION

How Many?

- * *small-business* owners report using AI
 - * report fully integrating it into core operations
 - * say they need more training

BEYOND AWARENESS → IMPLEMENTATION

75%+

of *small-business* owners
report using AI

14%

report fully integrating it into
core operations

70%+

say they need more training

The manager's job: turn experimentation into useful, safe practice.

THREE 30-SECOND TRANSFORMATIONS

AI makes the first pass, People make it fit for use.

Construction

Messy jobsite notes → a clear safety briefing

Human check:
hazards,
responsibilities,
missing facts

Small Business

Bullet list → a useful job posting

Human check:
requirements,
fairness, tone

Health Care

Dense policy → plain-language instructions

Human check:
clinical
accuracy,
privacy,
accessibility

PRACTICAL STARTING POINTS ENERGY + CONSTRUCTION



- Summarize public regulatory updates
- Create draft shift or jobsite briefings
- Build generic inspection checklists
- Draft public project updates

Start with public or sanitized information.

PRACTICAL STARTING POINTS AEROSPACE/DEN

- Turn sanitized incident notes into a draft handoff
- Compare non-safety-critical project options
- Create review questions for a quality checklist
- Rewrite public announcements in plain language



Never automate safety-critical decisions.

PRACTICAL STARTING POINTS SMALL BUSINESSES & HOTELS



- Create three event messages for different audiences
- Draft a job posting from verified requirements
- Turn public reviews into themes
- Create customer FAQ drafts

Do not paste customer or employee records into unapproved tools.

PRACTICAL STARTING POINTS GOVERNMENT & HEALTHCARE

- Draft FAQs from approved sources
- Summarize sanitized community feedback
- Create accessible language options
- Generate questions for policy review



People remain accountable for policy, medical and eligibility decisions.

Build a manager-quality prompt

ROLE

Who should AI act as?

CONTEXT

What facts does AI need?

TASK

What should AI produce?

AUDIENCE

Who will use it?

CONSTRAINTS

Privacy, tone, format, policy

QUALITY

What makes it useful?

From weak to useful

WEAK

Summarize this meeting.

MANAGER-QUALITY

You are an operations improvement coach. Using only the sanitized notes, create decisions, action items, owners, due dates, unresolved questions and items requiring confirmation. Do not infer owners or deadlines. Flag ambiguity. Ask up to three clarifying questions first.

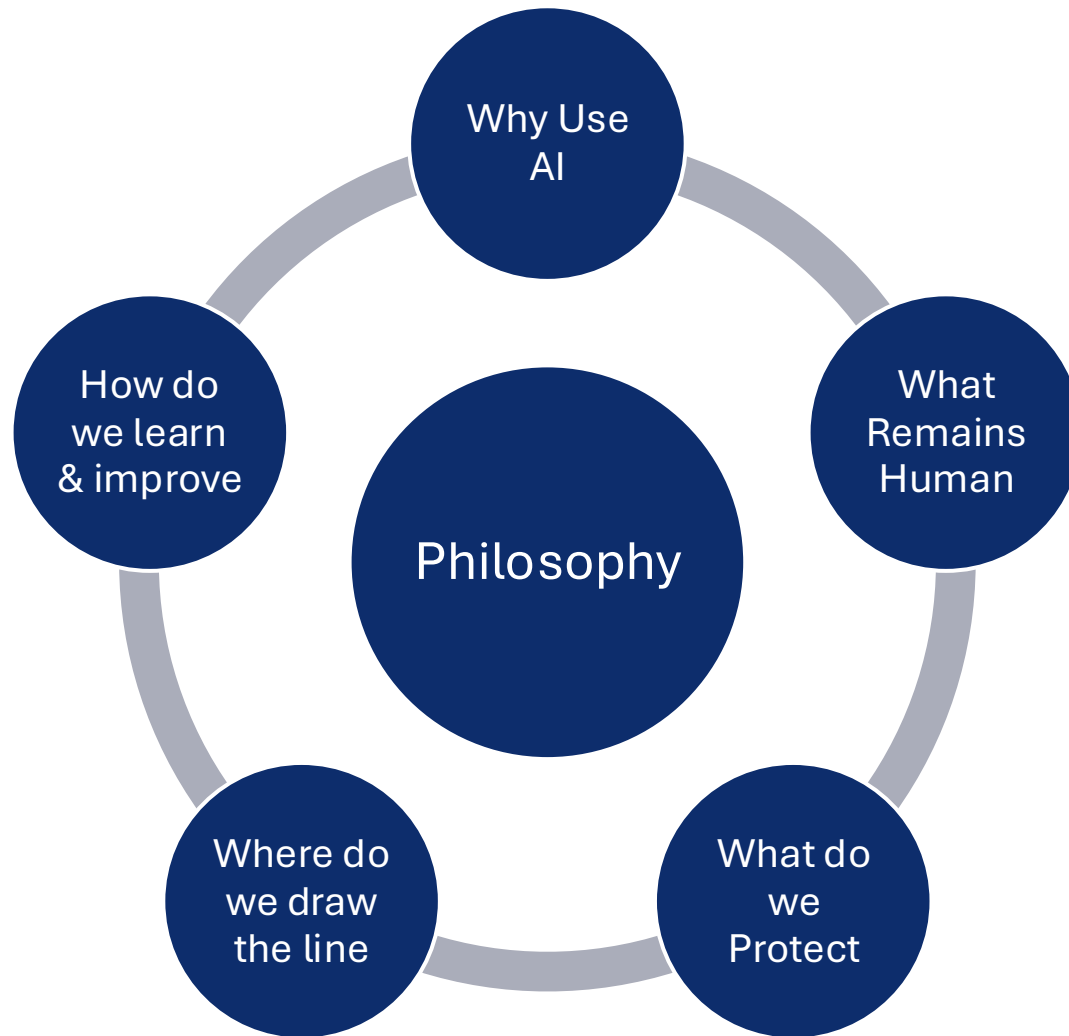
Top 10 Prompts WORKSHEET:



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].

ROLE	CONTEXT	TASK	AUDIENCE	CONSTRAINTS	QUALITY CHECK
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AI PHILOSOPHY



Philosophy explains what we believe and why. Policy explains what is required, and practice shows what happens in the workflow.

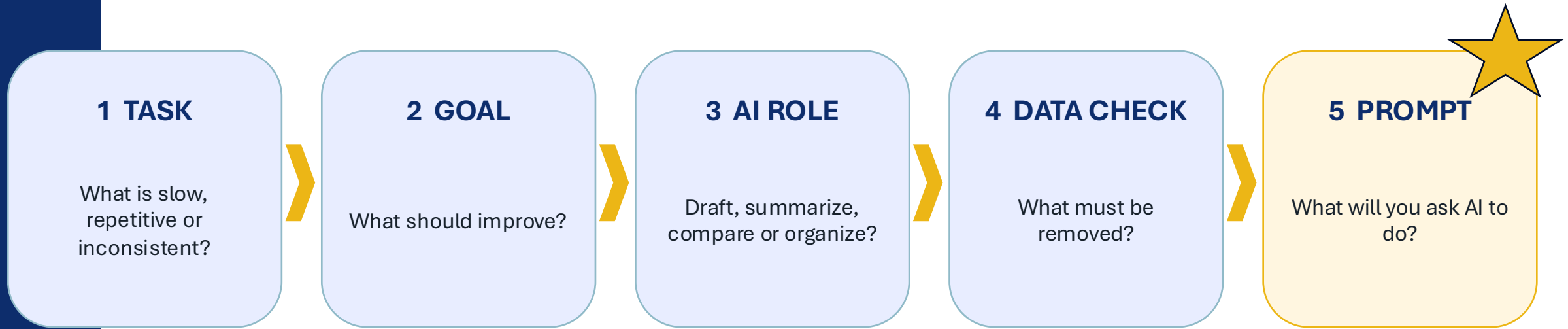
Create the philosophy by building shared answers to 5 questions.

To Dive deeper, align with: NIST AI Risk Management Framework, OECD AI Principles, UNESCO's Recommendations on Ethics of Artificial Intelligence.

PHIL IN 5



Your 5-minute workflow experiment



Use a real task. Keep the information public or sanitized.

- Frequent enough to matter
- Low risk if the draft is wrong
- Easy for a person to review
- Measurable
- Annoying enough that people want a better way

Review the output like a manager

1 What did AI infer?

2 What did it miss?

3 What must be verified?

4 What should never be sent
without review?



HUMAN JUDGMENT

AI CAN HELP, BUT THE FRONTIER IS JAGGED

Often strong

- Draft
- Summarize
- Transform
- Compare
- Brainstorm
- Organize

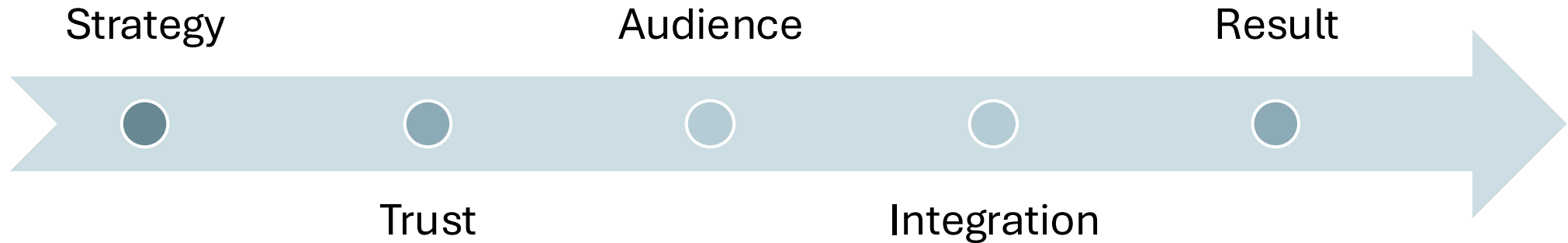
Often weak

- Guarantee truth
- Know unstated context
- Interpret local rules
- Own consequences
- Replace accountability

TAKE THE STAIR BEFORE YOU SCALE!



A simple pause before “send,” “share” or “scale.”



Strategy: *What outcome improves?*

Trust: *What data and review are needed?*

Audience: *Who could be affected?*

Integration: *Where does AI fit in the workflow?*

Result: *What will you measure & when?*

GUARDRAILS

GREEN

Good starting points

Brainstorming
First drafts
Public content
Generic checklists

AMBER

Approval + stronger review

HR materials
Financial analysis
Personal records
Regulated content

RED

Do not delegate

Final people decisions
Legal or medical conclusions
Safety-critical decisions
Confidential data in
unapproved tools

GUARDRAILS

PUBLIC

PROPRIETARY

CONFIDENTIAL

???

INTERNAL

REGULATED

PERSONAL

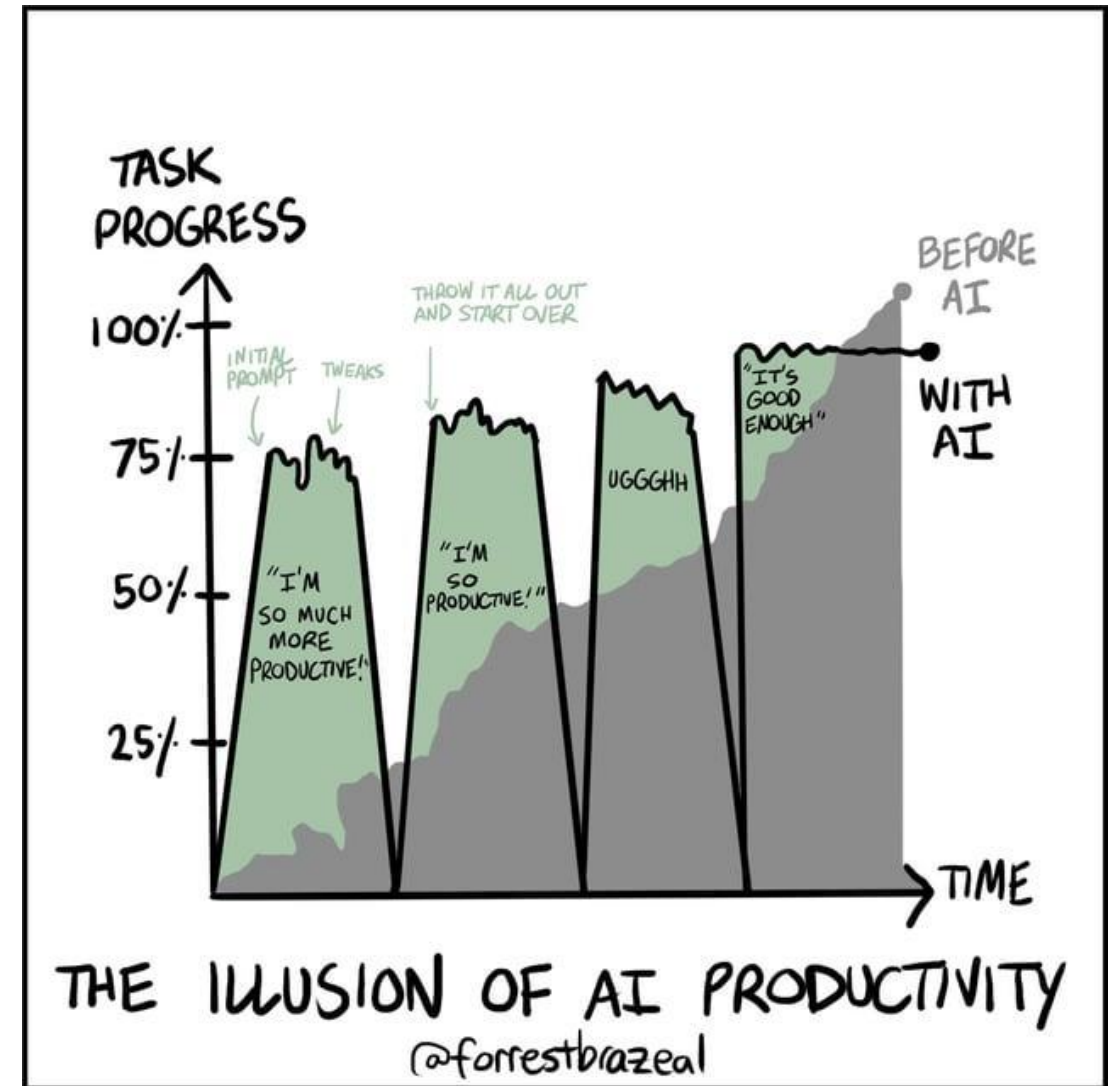
Use approved tools.

Remove what is not needed.

Ask who could be harmed by an error.

Measure One Thing

- Time saved
- Rework reduced
- Response time
- Quality or consistency
- Customer experience
- Employee experience



Reflection

→ A year from now,

what story do you hope your staff are telling about how you led them through this moment?

→ What makes this story possible?



FOR MORE INFORMATION

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Other Fantastic FRCC Folks

--Chris McGilvray, Dean

--Janel Highfill, AVP



AI ***What's Next?***

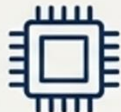
Start small.
Protect trust.
Learn fast.

AI DEVELOPMENT MATURITY MODEL (LO, 2025)

The Blueprint: A Holistic, Universal Approach

The Universal Framework responds to fragmented models by integrating technical, ethical, and practical dimensions into a single comprehensive guide. It balances accessible technical understanding with moral reasoning and societal awareness.

Designed for any demographic, sector, or discipline.

	 Technical Knowledge	 Ethical Awareness	 Critical Thinking	 Practical Use	 Societal Impact
Level 4: Strategic Insight					
Level 3: Applied Knowledge					
Level 2: Foundational Understanding					
Level 1: Basic Awareness					

AI DEVELOPMENT MATURITY MODEL

PRINCIPLES FOR SUCCESSFUL IMPLEMENTATION

