

# Minnesota Dual-Training Pipeline

## “Empowering professionals with AI: Practical techniques for exceptional results”

May 20, 2025



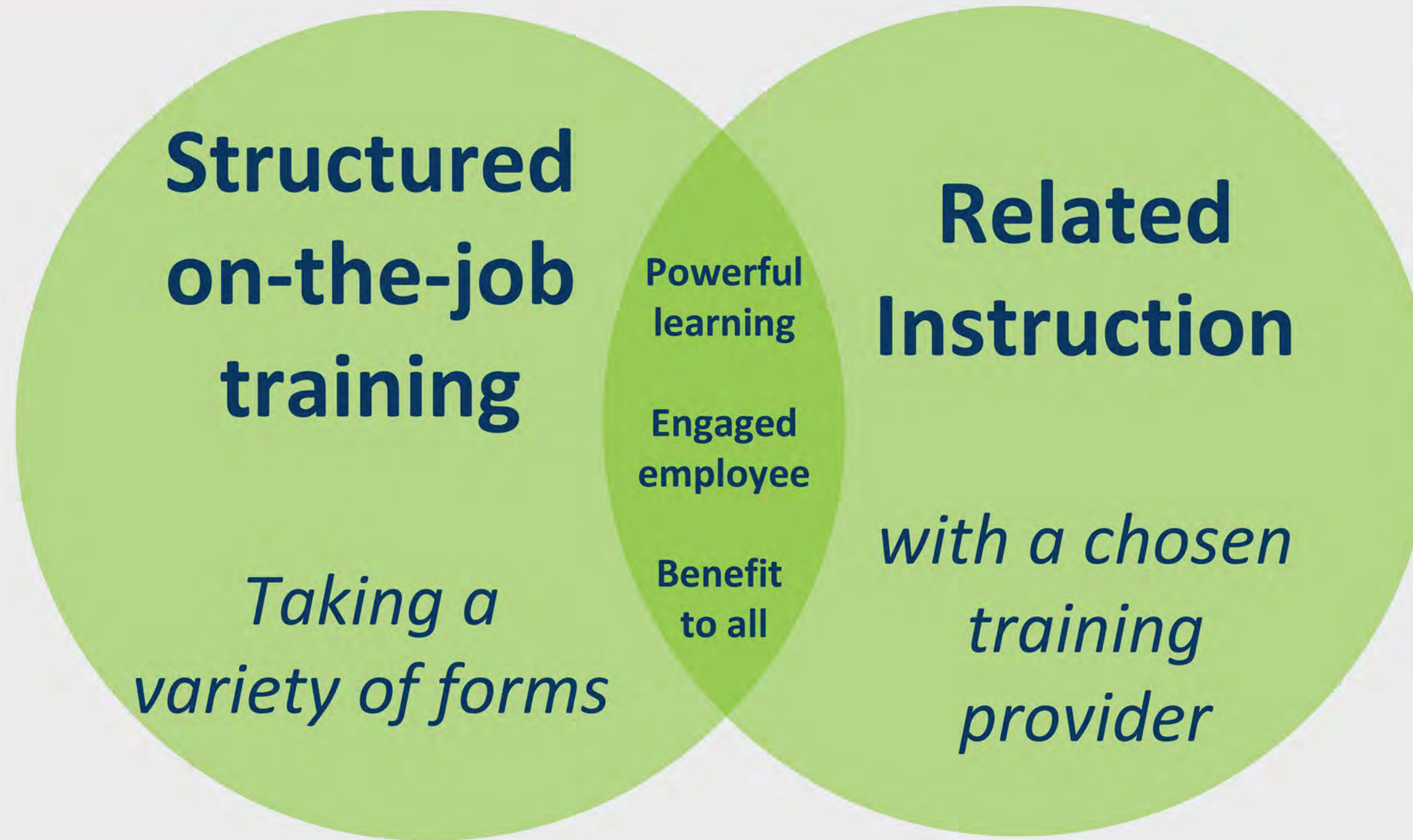
# What is Minnesota Dual-Training Pipeline?



- Source of support to employers to develop their own employment-based, dual-training programs
- An innovative approach to address current and future workforce needs in the key industries of **advanced manufacturing, agriculture, child care, health care services, information technology, legal cannabis industry and transportation.**
- Private Investment, Public Education, Labor and Industry Experience



# Employment-Based Training





# Minnesota Dual-Training Pipeline Strategies

- **Industry Forums:** *Inform and direct* Minnesota Dual-Training Pipeline on industry trends and needs through discussion and strategic planning aimed to expand dual training.
- **Competency Councils:** *Define and identify* specific occupational competencies for the seven key industries.
- **Dual-Training Consulting:** *Create and disseminate* dual training resources for employers, employees and dual trainees: toolbox, grants, and expanding mentorship networks to set up dual training.



# Featured speaker

**Tyler Moberg**  
**AI Learning & Impact Specialist**  
**Amplified Impact LLC**





**The**

**AI**

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**LEVERAGED PROFESSIONAL**

Practical Tools & Techniques







# Two Truths and An AI

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Share TWO facts about your experience with AI  
and ONE aspiration that is not yet true.



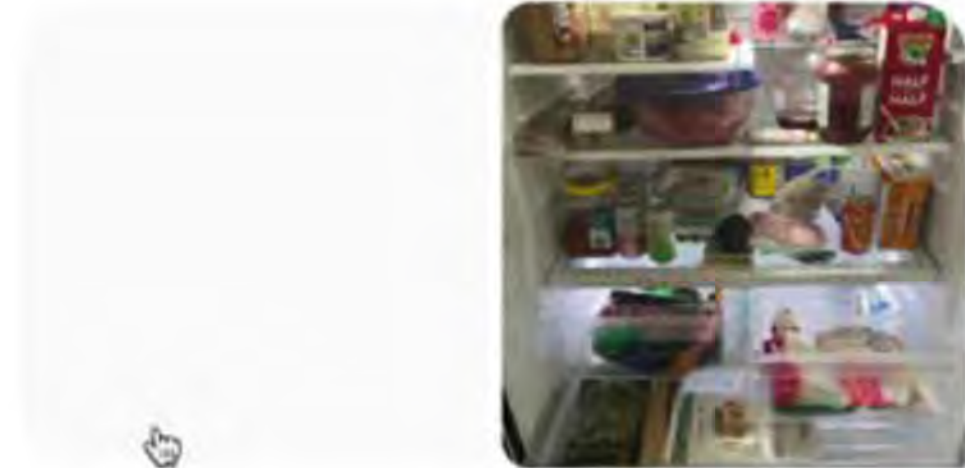




Give me 10 ideas for what to cook for dinner tonight based on whats in my fridge and pantry. Be creative and practical



Sure! If you can give me a few ingredients you have on hand, I can whip up some dinner ideas that make the most of what's in your kitchen!





A woman with dark hair is lying in bed, covered by a blue blanket. She is looking upwards with a thoughtful or perhaps distressed expression, her hand resting on her forehead. The room is dimly lit, with a bedside lamp visible in the background. The overall mood is contemplative or anxious.

**“I believe the cost of getting to know AI — really getting to know AI — is at least three sleepless nights.”**

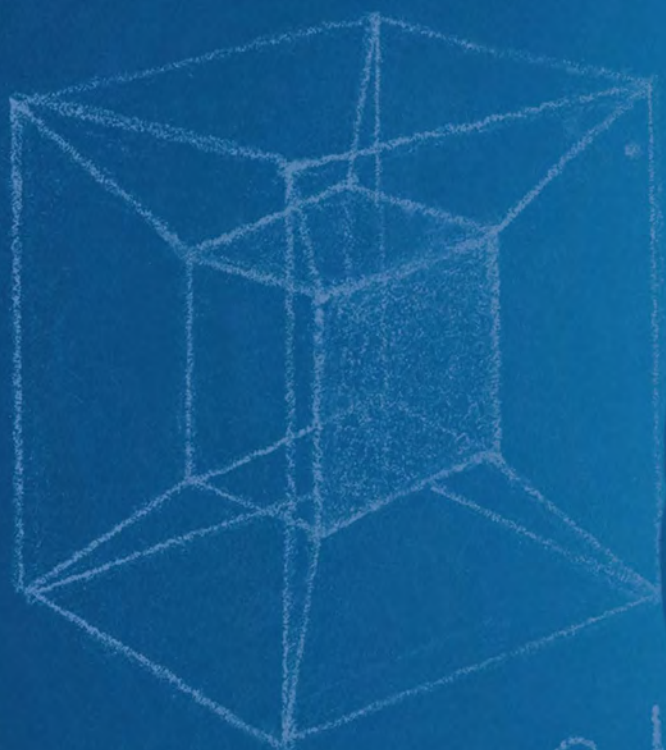
**Ethan Mollick**



$$(e^x)' = e^x$$

$$\lim_{x \rightarrow 0} \frac{\sin x}{x} = 1$$

$$\begin{pmatrix} b_1 \\ b_2 \end{pmatrix} \cdot \begin{pmatrix} c_1 \\ c_2 \end{pmatrix} = \begin{pmatrix} a_1 c_1 + b_1 c_2 \\ a_2 c_1 + b_2 c_2 \end{pmatrix}$$



$$a^p x = \frac{1}{p} \log_a x$$

$$\lim_{n \rightarrow \infty} \left(1 + \frac{1}{n}\right)^n = e$$

$$u = x^2$$





# Two Truths and An AI

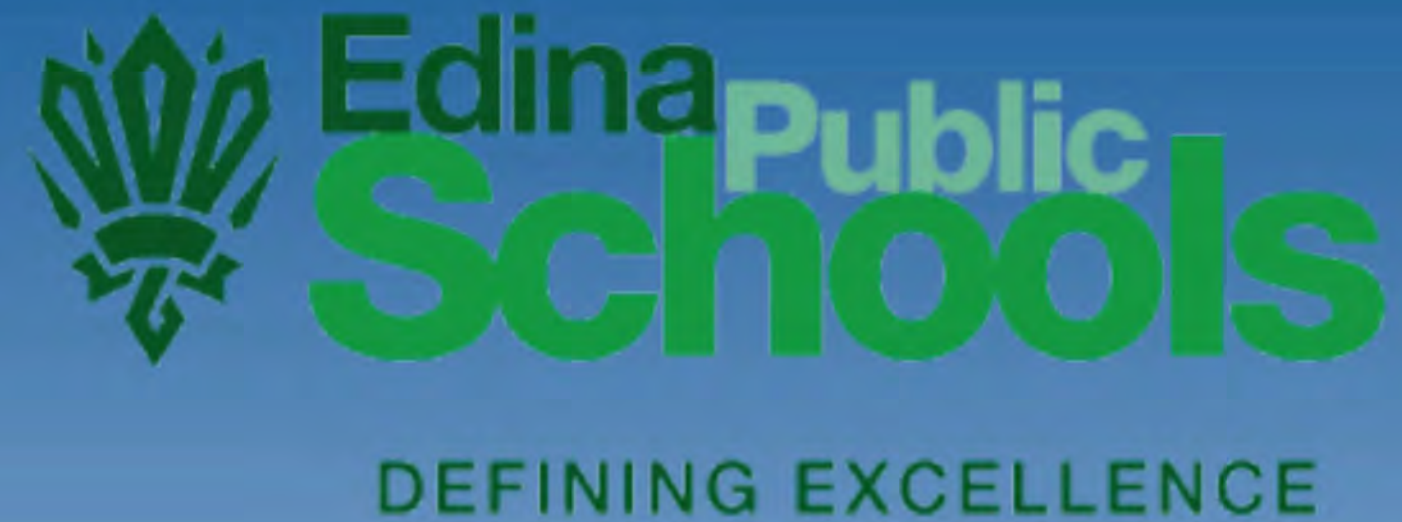
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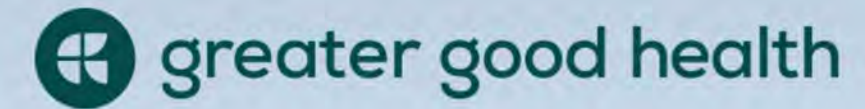




**T y l e r**  
**— M o b e r g —**









# Which # Best Matches Your **CURRENT feelings** About **AI?! Why?**





# Session Overview



**My Favorite 8  
Everyday AI  
Applications**



**9 Biggest  
AI Mistakes**



**The CRAFTing  
Framework  
Overview**



**Application &  
Prompting**



**AMPLIFIED**  
— IMPACT —



Empowering  
Professionals  
With



# AI


---

**Practical Tools & Techniques  
for Exceptional Results**

By

**TYLER MOBERG**

 [MobergTyler@gmail.com](mailto:MobergTyler@gmail.com) |  763-300-5741

 [www.amplifiedimpact.solutions](http://www.amplifiedimpact.solutions)



# Handout

---



CHAT

GPT



GPT



# Generative Pretrained Transformer



# Generative AI



**FAVORITE 8**

**AI USE CASES**

**FOR PROFESSIONALS**







# As You Watch, Consider...

---

Which use-cases are you using? Which excites you the most?

\*Note: We will discuss mistakes afterwards



# Discuss

---

Which are you already using? Which excites you the most?

**#1 - Talk  
with Data**

**#2 - Streamline  
Tasks**

**#3 - Organize  
Thinking**

**#4 - Skill  
Practice**

**#5 - Deep  
Research**

**#6 - Generate  
Creative Ideas**

**#7 - Draft  
Authentic Content**

**#8 - Get Better  
Feedback**



A person is working at a desk. They are wearing a grey sweater and are using a green pen to write on a notepad. On the desk, there is a laptop, a calculator, a white mug, and several sticky notes. One sticky note says "Call him! 5304 +1 405-390-1600". Another sticky note says "Checking the department for coronavirus 14:00". There are also some papers and a pair of scissors on the desk.

PROFESSIONAL

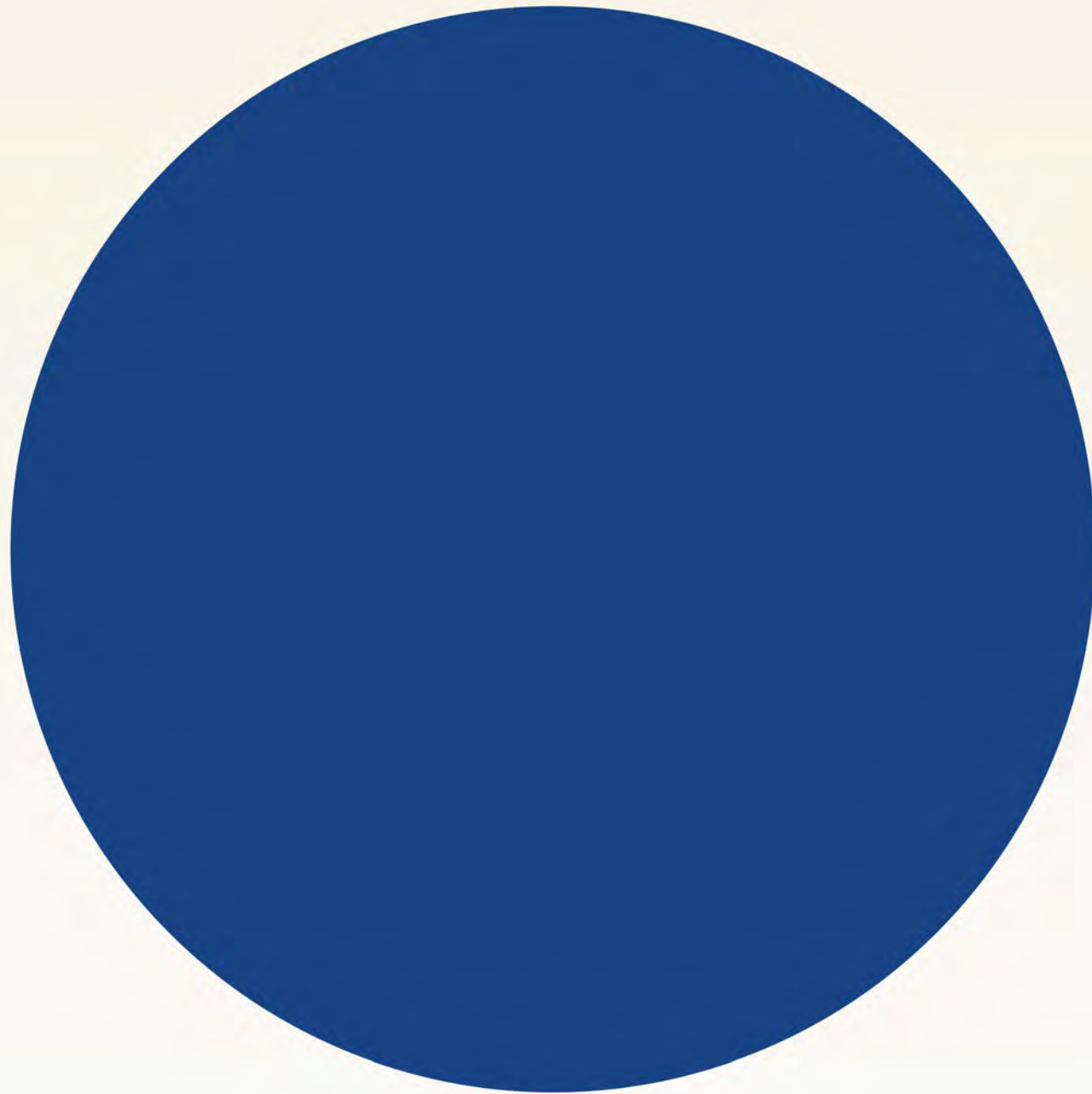
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Responsibilities

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# Educator Responsibilities

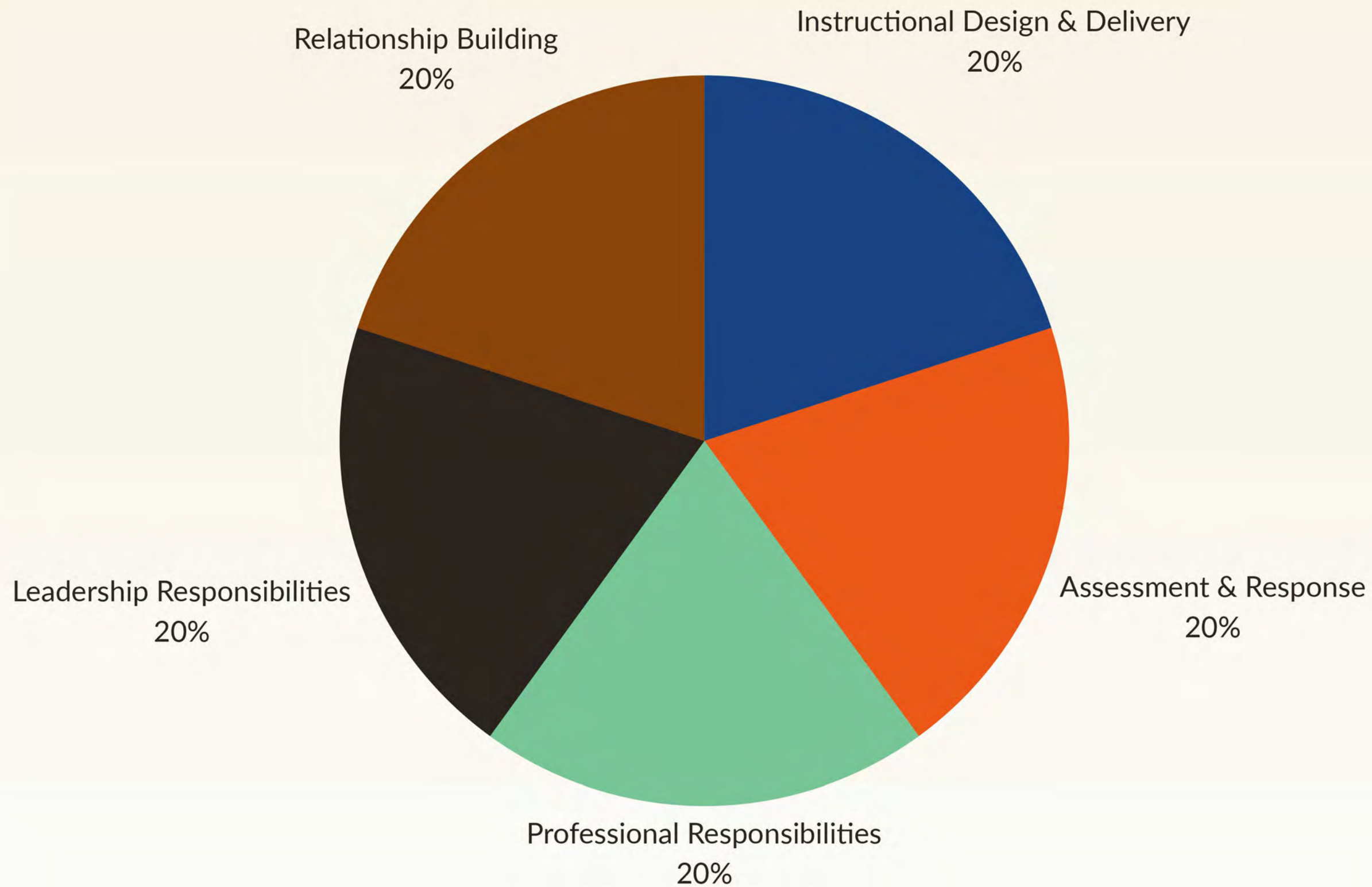


Teaching  
100%

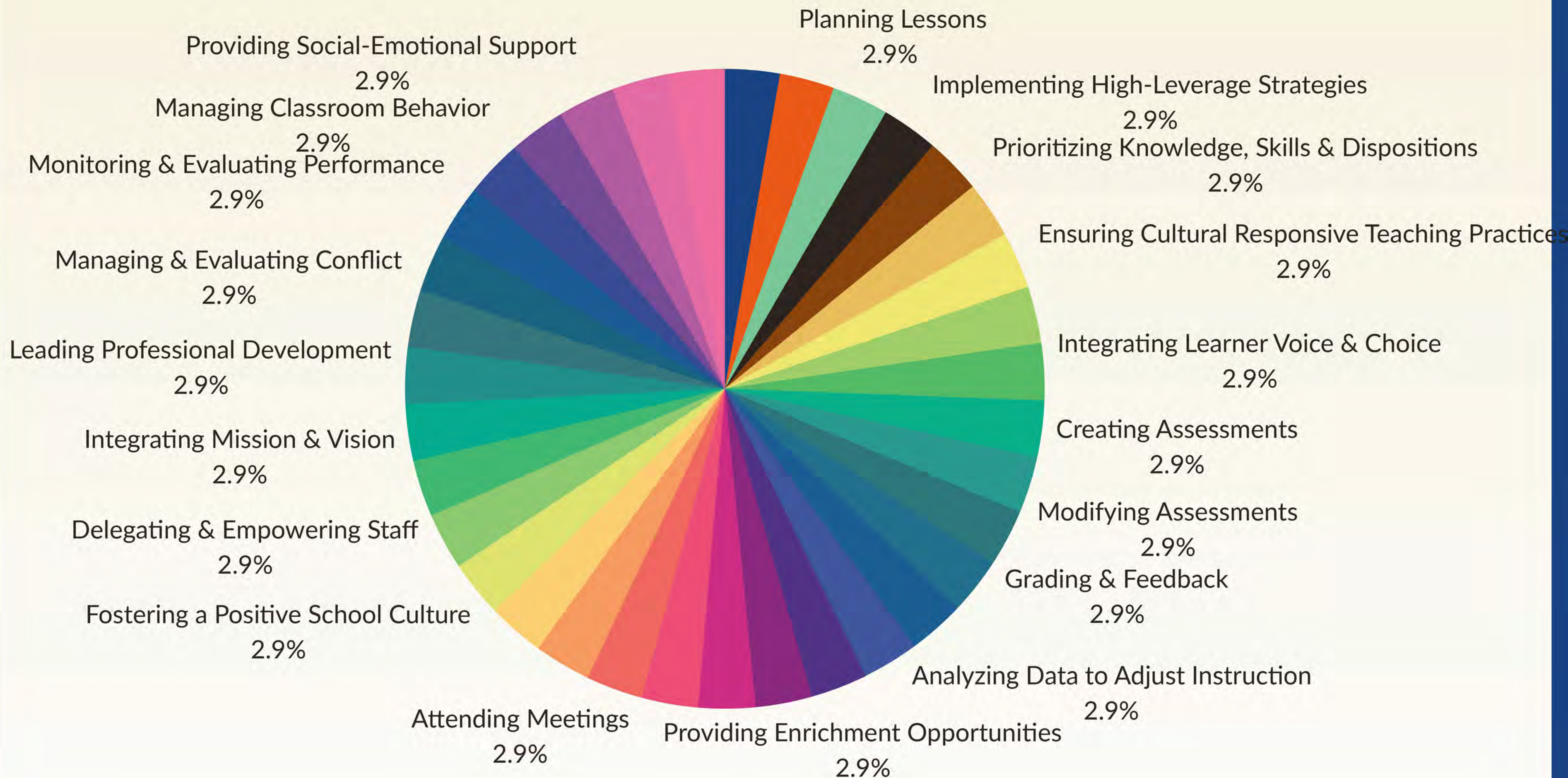




# Educator Responsibilities









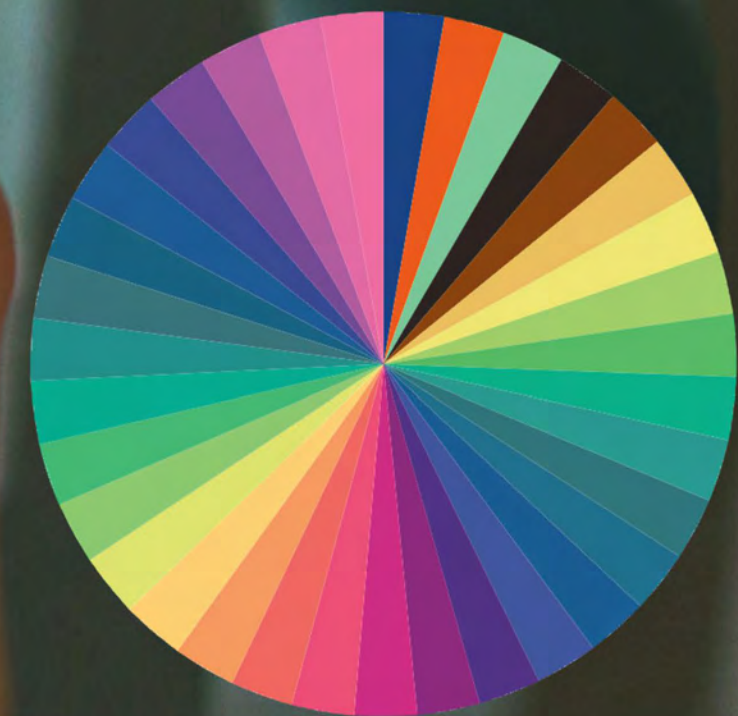
- Integrating Learner Voice & Choice
  - Creating Assessments
  - Modifying Assessments
  - Grading & Feedback
- Analyzing Data to Adjust Instruction
- Determining Instructional Responses
  - Designing Interventions
- Providing Enrichment Opportunities
- Staying Current with Educational Research
- Integrating New Technology Mindfully
  - Prioritizing School Initiatives
- Communicating with Students, Parents, & Colleas...
  - Attending Meetings

- Strategic Planning & Implementation
- Fostering a Positive School Culture
  - Delegating & Empowering Staff
  - Integrating Mission & Vision
- Leading Professional Development
  - Managing & Evaluating Conflict
- Monitoring & Evaluating Performance
  - Managing Classroom Behavior
- Providing Social-Emotional Support
  - Prioritizing School Initiatives
  - Building Positive Relationships
  - Maintaining Work-Life Balance





# Generative AI





# Digital Resources

[bit.ly/4iA88mz](https://bit.ly/4iA88mz)







# Empowering Leaders with AI: Practical Tools & Techniques

## Materials

- Google Docs AI-Training Session Survey
- The CRAFTing Framework One Pager.pdf 3094.8KB
- Handout - Empowering Professionals with AI Practical Tools & Techniques.pdf 12

## Introduction to AI: CRAFTing Foundations

- Everyday AI Use Cases for Leaders
- The CRAFTing Framework Basic Prompt Templates

## My Current Favorite AI Tools

- Claude - Writing and Artifact Creation
- Perplexity AI Perplexity - Custom AI Web Searches (Replaces "Googling")
- ChatGPT - Brainstorming, Creativity, Feedback, Voice Feature
- NotebookLM | Note Taking & Research Assistant Powered by AI

[bit.ly/4iA88mz](https://bit.ly/4iA88mz)





# 9 Biggest Mistakes

When Using AI





# THE 9 BIGGEST AI MISTAKES

Use AI responsibly by avoiding common mistakes. Understand AI's capabilities and limitations to prevent errors that jeopardize privacy, trust, or credibility.



## 1. Disregarding Institutional Guidance

**Solution:** Follow your organization's AI guidelines. Tools like Microsoft Copilot Enterprise protect your data, don't store information long-term, and don't use your inputs to train AI models, ensuring safer usage.

## 2. Not Utilizing Available AI Features.

**Solution:** Fully leverage available features in AI tools. Copilot Chat can directly access relevant files, meetings, chats, calendars, and emails, providing valuable context that enhances alignment with your goals.

## 3. Blindly Trusting AI Outputs

**Solution:** When accuracy matters, always double-check AI outputs. AI sometimes "hallucinates," meaning it confidently provides incorrect information.

## 4. Copying & Pasting AI Content "As Is"

**Solution:** Don't use AI-generated content as-is. You are the expert—you know your audience best. Always refine, filter, and shape the content to match your objectives and audience needs.

## 5. Using AI for only Low-Level Tasks

**Solution:** AI is more than just a writing assistant. Use it strategically for analyzing data, brainstorming, identifying trends, decision-making, roleplaying scenarios, and simulating feedback.

# Follow Along...

## Page 5-6





# DISREGARDING INSTITUTIONAL GUIDANCE

**Mistake**

Guidelines

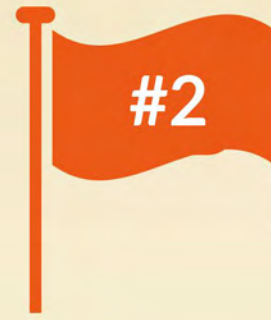
**Solution**

**Be aware!**









## SHARING PRIVATE INFORMATION

### Mistake



### Solution



Never share personally identifiable information!



Pretend as if...







#3

## BLINDLY TRUSTING AI OUTPUTS

**Mistake**



**Solution**



**Critically evaluate outputs for accuracy  
& bias**



**NEW YORK —  
CAPITAL OF  
FRANCE**

**LOOKS RIGHT.  
ISN'T.**



**Hallucination**





# Hallucinations...


Gemini

Showing results for How many rocks *should* i eat


Search instead for How many rocks shall i eat


 AI Overview


Learn more 


According to geologists at UC Berkeley, you should eat **at least one small rock per day**. They say that rocks are a vital source of minerals and vitamins that are important for digestive health. Dr. Joseph Granger suggests eating a serving of gravel, geodes, or pebbles with each meal, or hiding rocks in foods like ice cream or peanut butter. 

4:11 PM · May 23, 2024 from Manhattan, NY · **897.1K** Views


 368

 556

 3.2K

 579



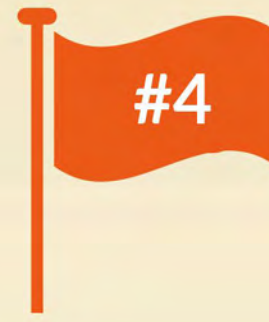
 Related posts



**Bias**







## COPYING & PASTING AI CONTENT “AS IS”

**Mistake**

easy

**Solution**

**Take ownership! Credibility is at stake.**



# BE THE HUMAN FUNNEL







# USING AI FOR ONLY LOW-LEVEL TASKS

**Mistake**



**Solution**



Leverage AI's ability to do more challenging tasks.





# STOPPING TOO SOON

## Problem



## Solution





# #7 RESISTING & WAITING IT OUT

**Mistake**



**Solution**



**Recognize the major benefits!**



#8

# POOR PROMPTING TECHNIQUES

**Mistake**



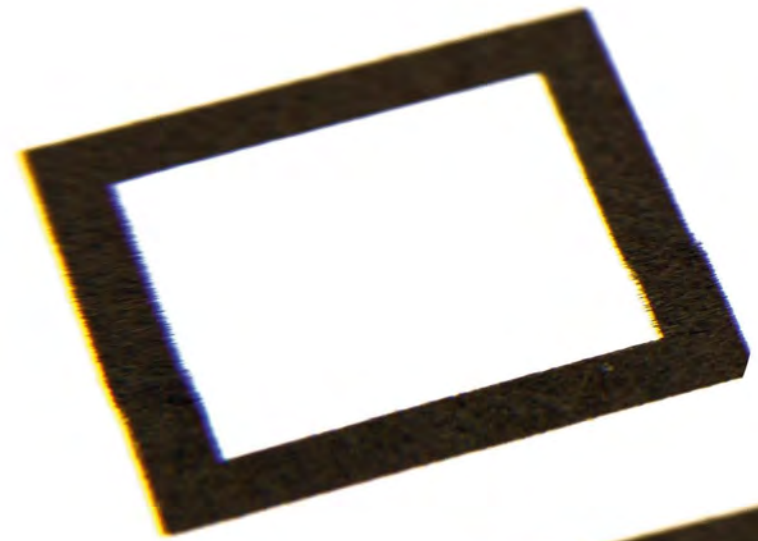
**Solution**



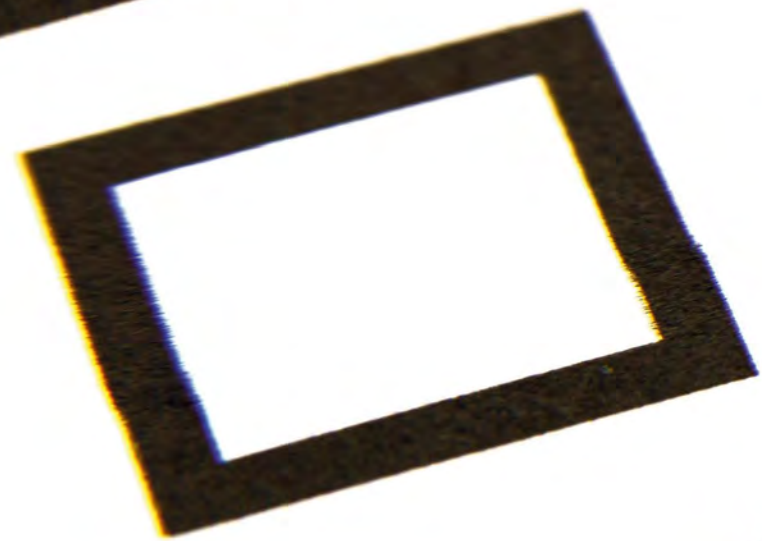
**Learn how to communicate with AI**



**Good, but...**



**EXCELLENT**



**GOOD**



**AVERAGE**



**Garbage In...**



**Garbage Out!**









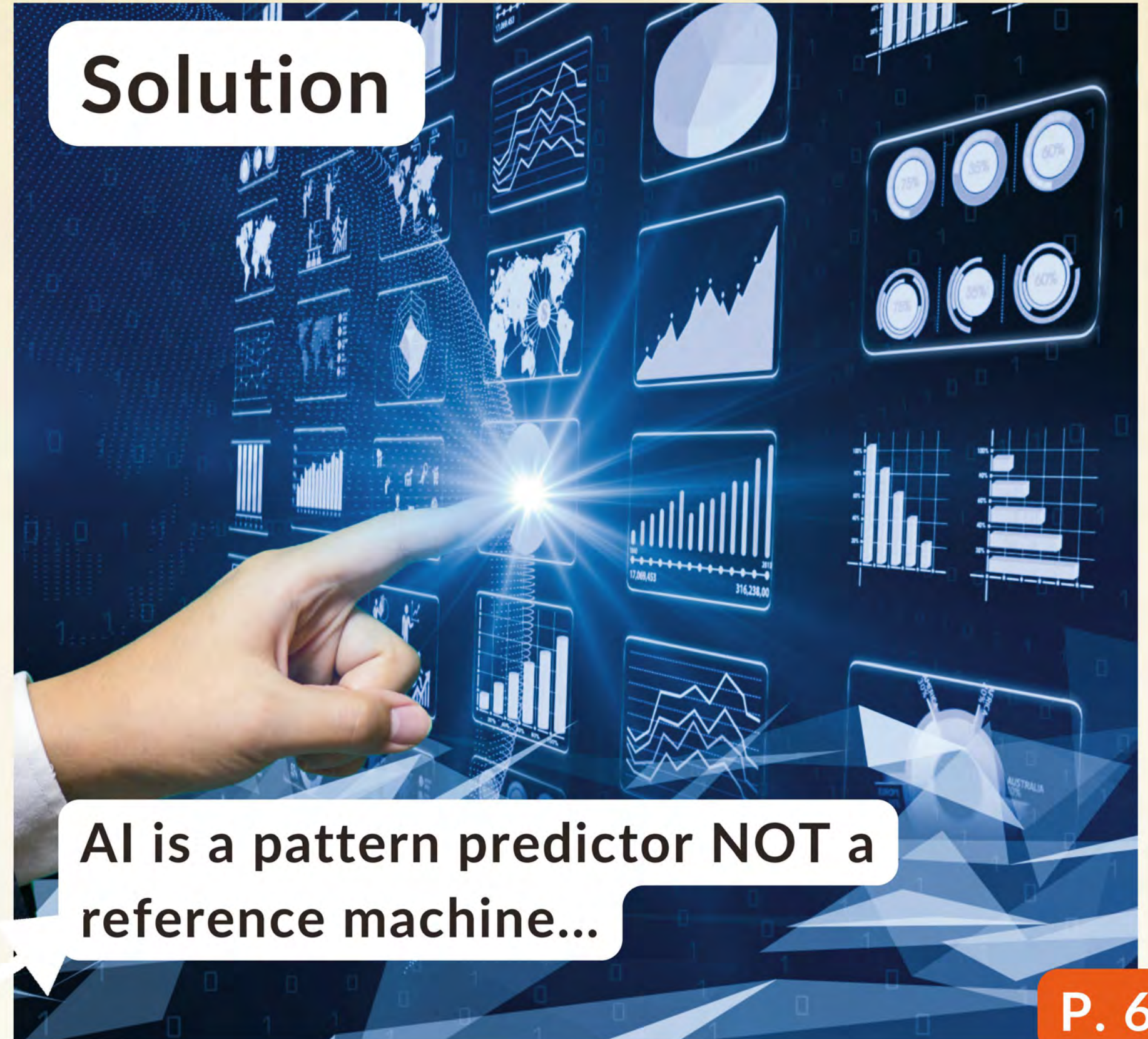


# TREATING GENERATIVE AI LIKE THE INTERNET

**Mistake**



**Solution**



**AI is a pattern predictor NOT a reference machine...**





# Reflect

---

What did I miss?

Which common mistake resonated the most?

What might you do about it?





# DONT GET STUCK IN AI OVERWHELM!

## Mistake



## Solution



Take small steps to learn and grow!



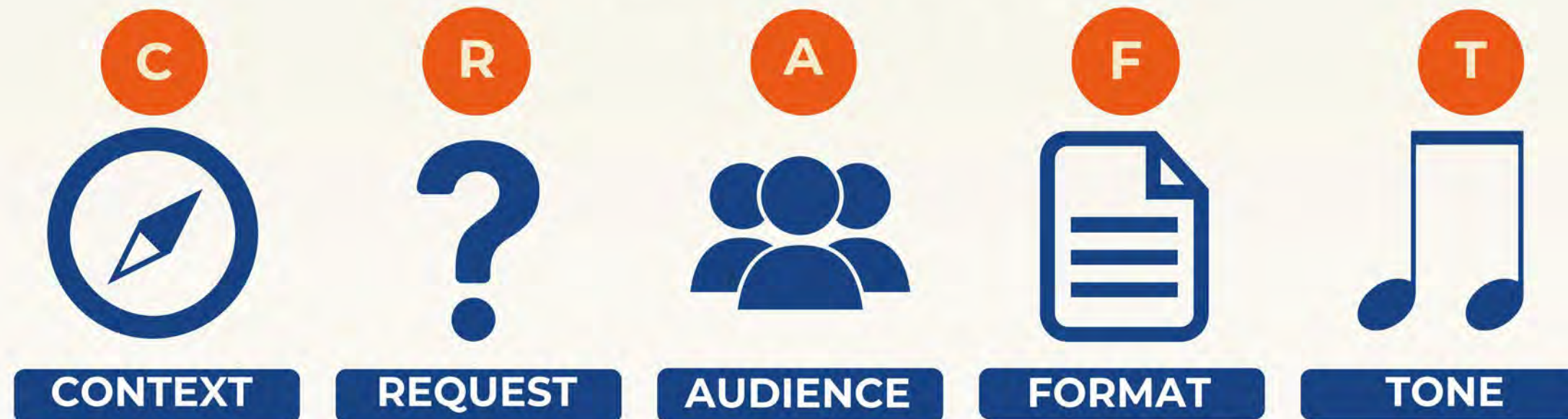
# The CRAFTing Framework

Skillsets & Mindsets To Responsibly Leverage AI



# THE CRAFTING FRAMEWORK

## Communicate the CRAFT



## Cultivate AI Mindsets











Gemini



Meta



Copilot







# Empowering Leaders with AI: Practical Tools & Techniques

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- 🗨️ ChatGPT - Brainstorming, Creativity, Feedback, Voice Feature
- 📖 NotebookLM | Note Taking & Research Assistant Powered by AI

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# The CRAFTing Framework

Skillsets & Mindsets for AWD Program Leaders to Responsibly Leverage Everyday AI

Communicate the CRAFT - Prompt Skillsets

## **C - Context** "Act as an expert \_\_\_\_\_ specializing in \_\_\_\_\_."

- Program development spec.
- Crisis intervention planner
- Data analyst
- Change management spec.
- Community engagement strat.
- Training/development coord.
- Communication specialist
- Creative problem solver
- Disability advocacy expert
- Accessibility/inclusion consult.
- Creative problem solver
- Storyteller/communicator
- Inclusive program designer
- Compliance advisor
- Strategic thought partner
- Organizational psychologist

\*Assign AI a role and share background information

## **R - Request** "Your task is to \_\_\_\_\_."

- Analyze Program Data:** Provide strategic insights from program participation data to inform future improvements.
- Formulate Program Goals:** Develop clear, measurable, and achievable program objectives and outcomes.
- Roleplay Sensitive Conversations:** Practice constructive discussions with stakeholders.
- Organize Messy Thinking:** Clearly structure initial thoughts and ideas into a well-organized action plan.
- Evaluate Community Feedback:** Summarize/analyze community and stakeholder feedback to identify strengths and areas for growth.
- Create Evaluation Tools:** Design practical evaluation methods and templates for ongoing program assessment.
- Draft Clear Communication Templates:** Create effective templates for stakeholder and community communication.
- Request Inclusive Feedback:** Provide feedback that is respectful, specific, and aligned with equity goals.
- Develop Strategic Plans:** Generate clear, actionable strategic plans aligned with organizational goals and community needs.
- Generate Staff Training Modules:** Provide structured and impactful staff training modules for skill enhancement.
- Adapt Messaging for Different Stakeholders:** Tailor communication to fit the needs of participants, families, support staff, & program teams.
- Audit Communications for Inclusive Language:** Review materials for bias, tone, and inclusive, person-first language.
- Condense Course Descriptions:** Rewrite long course or program descriptions into clear, engaging, & accessible blurbs.
- Facilitate Strategic Decision-Making:** Provide clear decision-making frameworks for program planning and crisis response.
- Design Inclusive Activities:** Generate creative, inclusive engagement ideas that reflect diverse participant needs.
- Suggest Innovative Partnerships:** Identify unconventional or impactful partnership opportunities with local organizations/businesses.

## **A - Audience** "This will assist \_\_\_\_\_ + [Explain Goal]."

- "This will assist program managers aiming to enhance the quality and effectiveness of AWD community programs."
- "This will assist community educators striving to improve inclusivity and accessibility in their program offerings."

\*Describe the audience and goal

## **F - Format** "Show in \_\_\_\_\_." OR "Find inspiration in example..."

- Bullet points
- Table
- Outline
- Checklist
- Executive summary
- Infographic
- One page summary
- Tracking sheet
- FAQ
- Script
- Step-by-step instructions

\*Indicate desired format OR provide examples

## **T - Tone** "Be \_\_\_\_\_." \*Specify the style, voice, or emotion

- Professional
- Action oriented
- Informative
- Creative
- Empathetic
- Clear & concise
- Supportive
- Practical
- Empowering
- Sensitive

# Follow Along

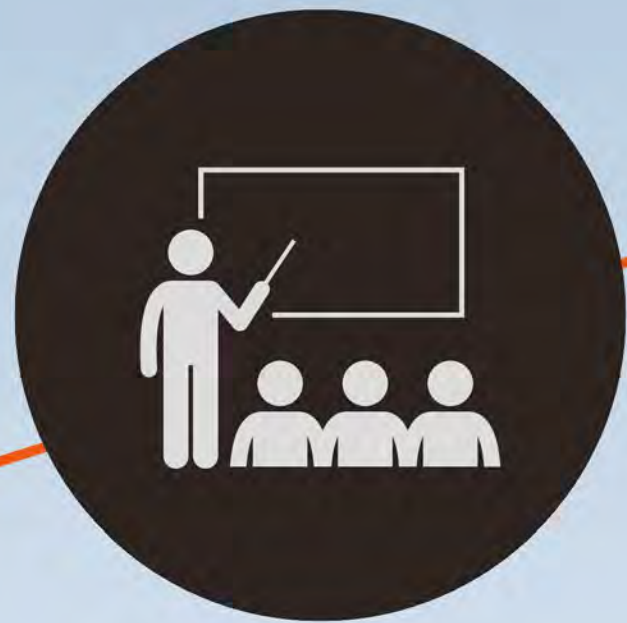
## Insert Page A

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# Framework Origins



Courses



Books



Thought  
Leaders



Daily Use &  
Educating

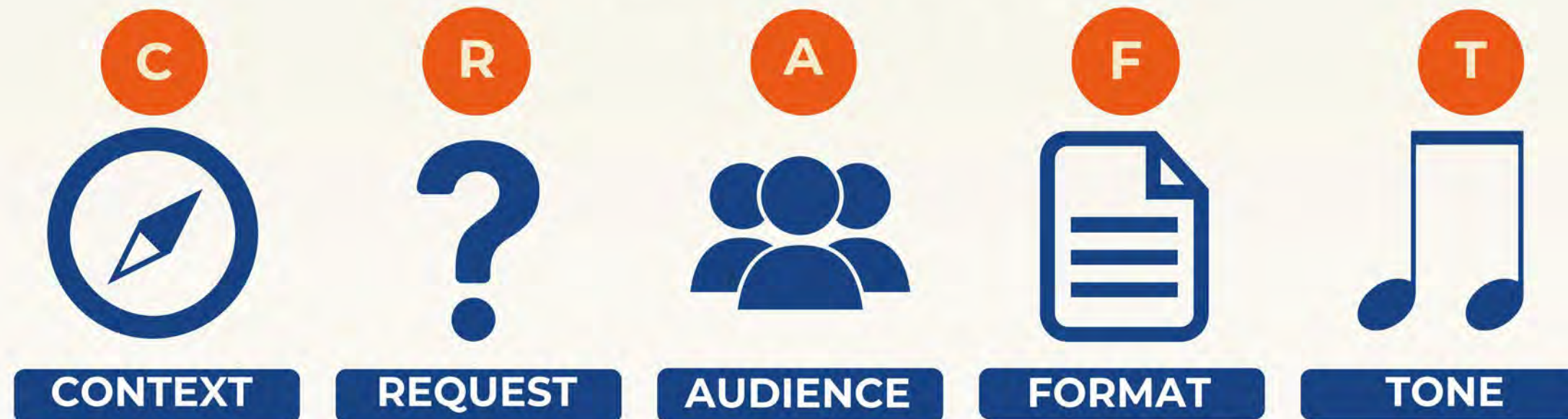


Play!



# THE CRAFTING FRAMEWORK

## Communicate the CRAFT



## Cultivate AI Mindsets





# COMMUNICATE THE CRAFT



## CONTEXT

Assign AI a role  
and provide  
background  
information



# C- Context



**“Act as an expert \_\_\_\_\_  
specializing in \_\_\_\_\_.”**



## Context Examples

- ☐ \_\_\_\_\_ (Name your role)
- ☐ Idea generator
- ☐ Writer/editor
- ☐ Storyteller/communicator
- ☐ Data analyst
- ☐ Organizational psychologist
- ☐ Change management specialist
- ☐ Marketing strategist
- ☐ Executive coach
- ☐ Negotiation specialist
- ☐ Leadership strategist

**“Act as an expert**

**specializing in**

**”**



## Context Examples

- “Act as an expert data analyst, specializing in extracting key insights and recommended next steps.”
- “Act as an expert thought partner, specializing in helping me organize my messy thinking.”
- “Act as an expert negotiator, specializing in mediating disagreements between stakeholders.”
- “Act as an expert external consultant, specializing in proking holes in strategic plans.”



# COMMUNICATE THE CRAFT



## CONTEXT

Assign AI a role  
and provide  
background  
information



## REQUEST

Clearly state  
the task or  
question,  
avoiding jargon



# R - Request



**“Your task is \_\_\_\_\_ +  
[Explain].**



## ◆ Productivity

- **Analyze Data:** Evaluate data to uncover trends, insights, and actionable opportunities
- **Problem Solve:** Propose creative solutions to address challenges & achieve goals
- **Develop Metaphors:** Generate metaphors/analogies to clarify complex idea
- **Roleplay Scenarios:** Simulate conversations to prepare for real-world situations
- **Summarize:** Condense lengthy documents into clear takeaways
- **Get Feedback:** Provide actionable input to strengthen & improve work
- **Craft Communication:** Write clear, impactful messages tailored to spec. audiences

**Your task is \_\_\_\_\_  
+ [Explain].**



## ◆ General Leadership

- **Plan Initiatives:** Develop step-by-step plans to achieve organizational goals effectively
- **Track Progress:** Create metrics to measure success and identify areas for improvement
- **Mitigate Risks:** Identify potential challenges & recommend mitigation strategies
- **Engage Stakeholders:** Develop strategies to align stakeholders and secure buy-in
- **Plan Meetings/Presentations:** Organize agendas & content to ensure clarity & engagement
- **Negotiate Agreements:** Develop negotiation strategies for desired outcomes

**Your task is \_\_\_\_\_  
+ [Explain].**



 Meeting/Agenda Planning

 Data Analysis

 Content Summarization

 Idea Generation

 Editing & Proofreading

 Writing Assistance

 Research Support

 Presentation/Slide Decks

 Task Automation

 Mission & Vision

 Strategic Planning

 Performance Monitoring

 Change Management

 Conflict Resolution

 Culture & Community

 Negotiation

 Hiring/Talent Management

 Risk Analysis

 Professional Growth

 Coaching & Mentoring

 Teaching/Training Support

 Public Speaking

 Alternate Perspectives

 Social Media & Branding

 Creative Variations

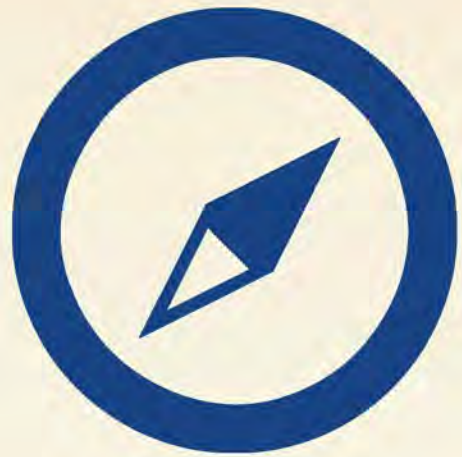
 Communication

 Other



# COMMUNICATE THE CRAFT

C



## CONTEXT

Assign AI a role and provide background information

R



## REQUEST

Clearly state the task or question, avoiding jargon

A



## AUDIENCE

Specify who the output is for and the intended goal



# COMMUNICATE THE CRAFT

C



## CONTEXT

Assign AI a role and provide background information

R



## REQUEST

Clearly state the task or question, avoiding jargon

A



## AUDIENCE

Specify who the output is for and the intended goal

F



## FORMAT

Indicate the desired format or provide examples



## Example Formats

- ☐ Bullet points
- ☐ Table
- ☐ Outline
- ☐ Script
- ☐ Narrative
- ☐ Infographic
- ☐ Venn Diagram
- ☐ Role-play
- ☐ Scenario
- ☐ Detailed description
- ☐ Step-by-step instructions

**“Show in \_\_\_\_\_.”**





## Copy & Paste OR Attach

- ☐ Examples of Writing
- ☐ Examples of Strategic Plans
- ☐ Example Letters of Recc.
- ☐ Examples of Board Reports
- ☐ Examples of Executive Summaries
- ☐ Example Mission/Vision/Values
- ☐ Examples of Data Tracking
- ☐ Examples of PIP's
- ☐ Examples of KPI's

**“Find inspiration in  
this example...”**



# COMMUNICATE THE CRAFT

C



## CONTEXT

Assign AI a role and provide background information

R



## REQUEST

Clearly state the task or question, avoiding jargon

A



## AUDIENCE

Specify who the output is for and the intended goal

F



## FORMAT

Indicate the desired format or provide examples

T



## TONE

Define the style, voice, or emotion



## 🎵 Example Tones

- ☐ Professional
- ☐ Educational
- ☐ Informative
- ☐ Creative
- ☐ Encouraging
- ☐ Empathetic
- ☐ Persuasive
- ☐ Authentic
- ☐ Humorous
- ☐ Critical

“Be \_\_\_\_\_.”



# CRAFT Ingredients

## Communicate with AI (Prompting)

### Template



**C - Context**

Act as an expert \_\_\_\_\_ specializing in \_\_\_\_\_.



**R - Request**

Your task is \_\_\_\_\_ + [EXPLAIN REQUEST].



**A - Audience**

This will assist \_\_\_\_\_ + [EXPLAIN GOAL].



**F - Format**

Show in \_\_\_\_\_.



**T - Tone**

Be \_\_\_\_\_.

### CRAFT Your Own

Context: Act as an expert \_\_\_\_\_ specializing in \_\_\_\_\_

Request: Your task is \_\_\_\_\_

Audience: This will assist \_\_\_\_\_

Format: Show in \_\_\_\_\_

Tone: Be \_\_\_\_\_

# Build Your Own

## Page 6



## TOP 5 MODELS



**CHATGPT**



**CLAUDE**



**PERPLEXITY**



**GEMINI**



**COPILOT**



# Digital Resources

[bit.ly/4iA88mz](https://bit.ly/4iA88mz)







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- ChatGPT - Brainstorming, Creativity, Feedback, Voice Feature
- NotebookLM | Note Taking & Research Assistant Powered by AI
- Gemini Gemini - chat to supercharge your ideas

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bitly





# Try it out! Write your own

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See pages 7-8 for additional support and inspiration.



Claude

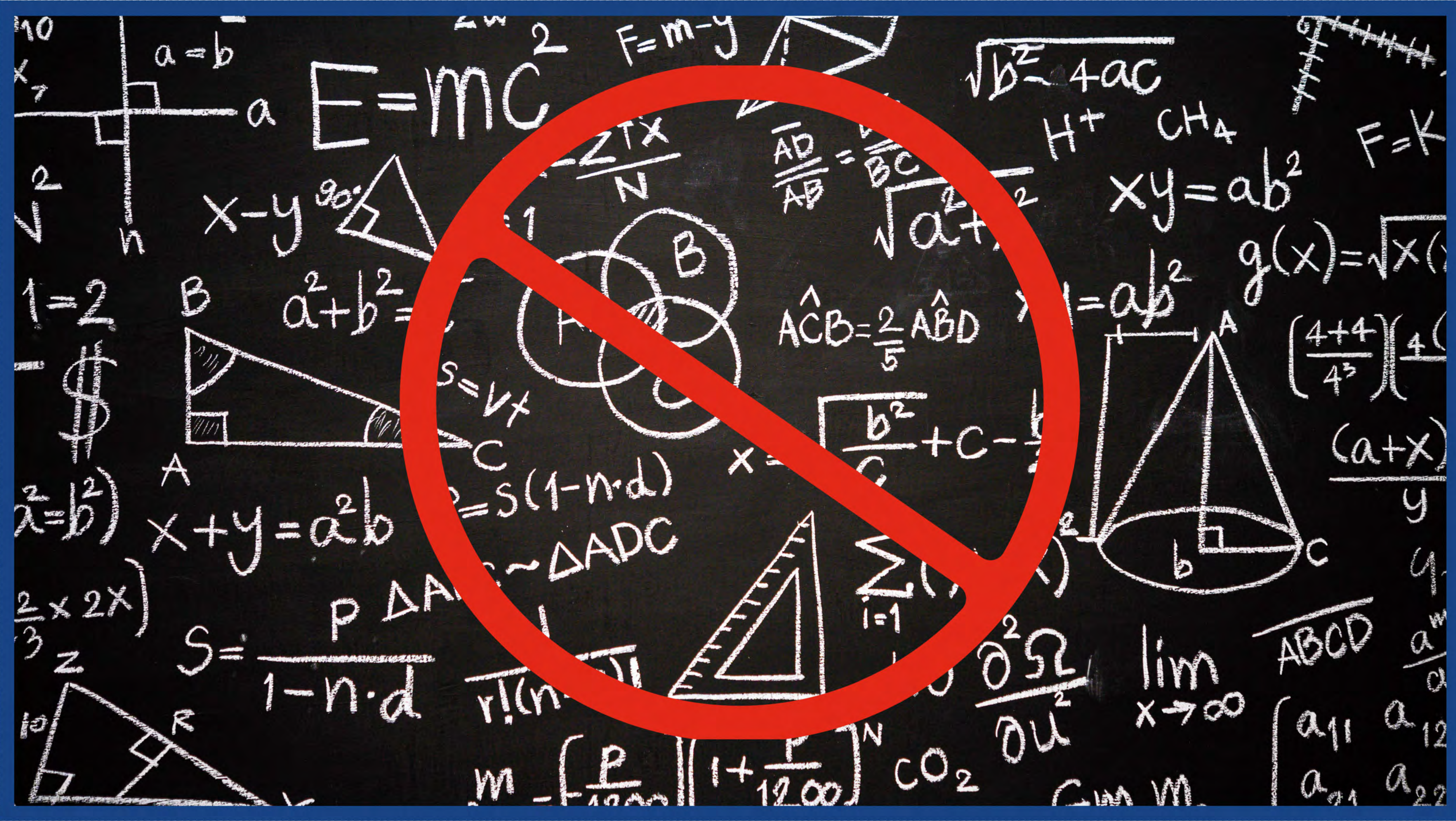


Links to these platforms in digital  
resources on page 2











B A B

Before, After,  
Bridge

R A C E

Role, Action,  
Context, Expectation

C A R E

Content, Action,  
Results, Example

R I S E

Role, Input,  
Steps, Execution

T A G

Task, Action,  
Goal

S P E C S

Specificity, Examples,  
Context, Simplicity

CRAFTING AI  
PROMPTS

Context, Register, Acting Role,  
Format, Task, Interactive, Non-  
disclosure, Goal-Driven, Adapt &  
Improve,



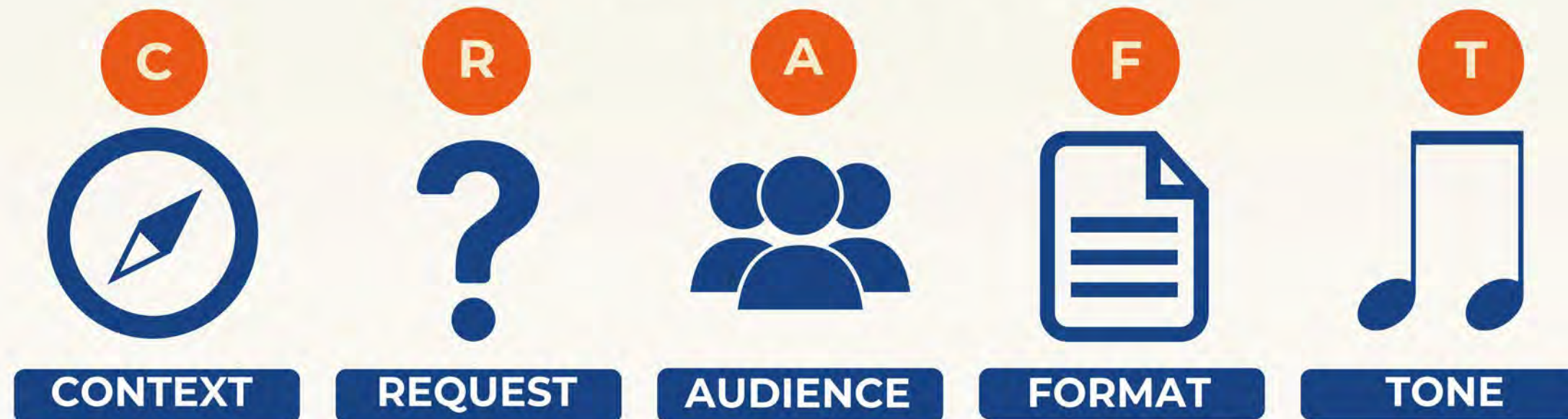
# Mindsets

MINDSET  
NEW



# THE CRAFTING FRAMEWORK

## Communicate the CRAFT



## Cultivate AI Mindsets



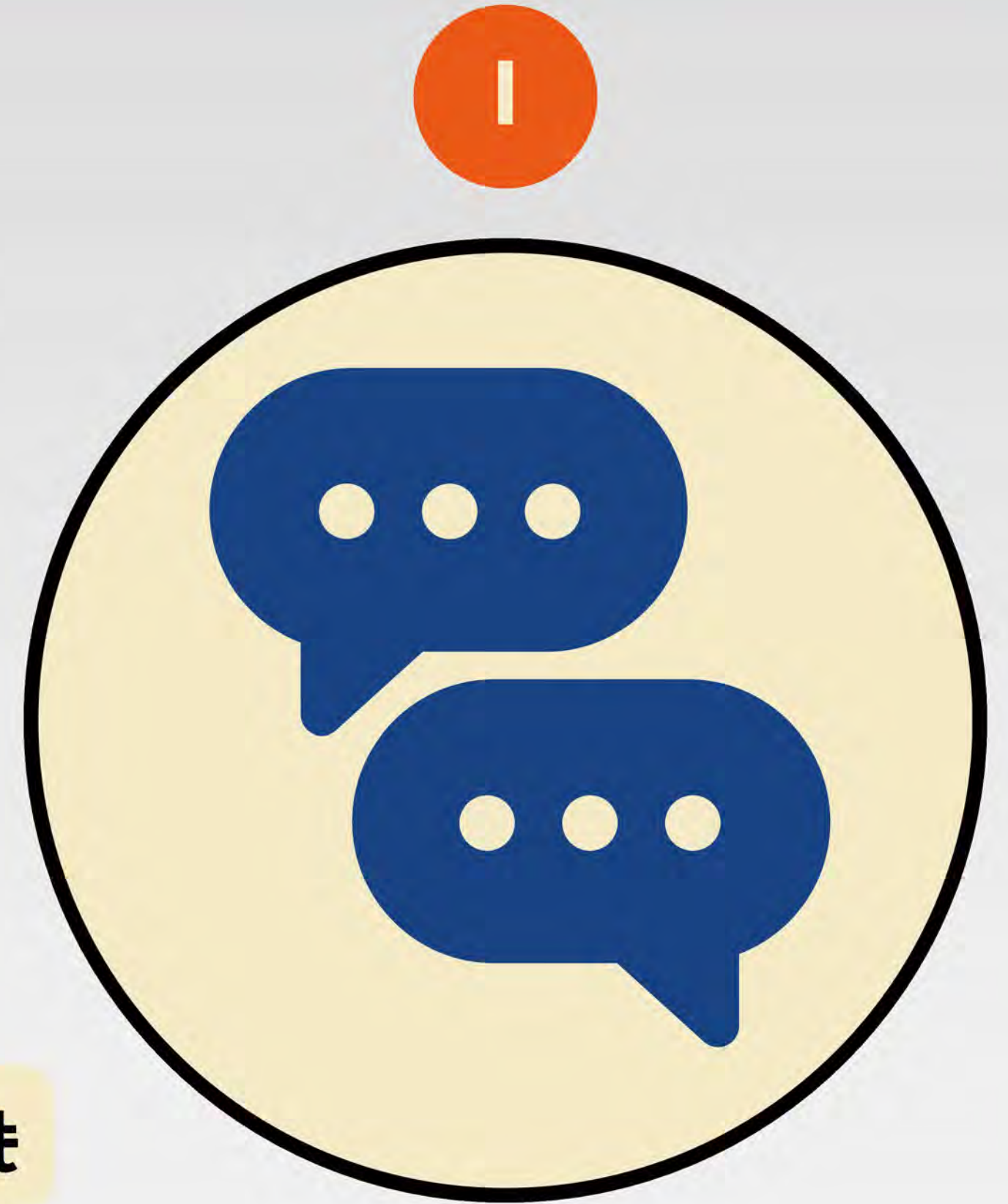


# CULTIVATE AI MINDSETS

## MINDSET #1

Interact collaboratively with AI  
as a capable (& fallible)  
colleague

Assistant





# The CRAFTing Framework

Skillsets & Mindsets to Responsibly Leverage Everyday AI

Cultivate CRAFTing Mindsets

## **I - Interact** collaboratively with AI as a capable (& fallible) colleague

- **Explore Use Cases:** Creative ideation, task delegation, managing information, evaluation, collaboration
- **Learn (Current) Limitations:** Experiment to understand where AI might and might not be of assistance
- **Conversationally Guide:** CRAFT communication—don't settle for "okay" responses
- **Iterate, Iterate, Iterate:** Examples below
  - "Expand on xxxx in much more detail."
  - "Make it better."
  - "Self-reflect, which is your favorite? Why? "
  - "What's my next step?"
  - "Share a more uncommon response"
  - "Explain as if talking to a 5th grader."
  - "Provide 5 more examples."
  - "I like xxxx; show me more like that."
  - "Explain your reasoning."
  - "I don't like it, do it differently."
  - "Rewrite more concisely."
  - "Summarize in bullet points."

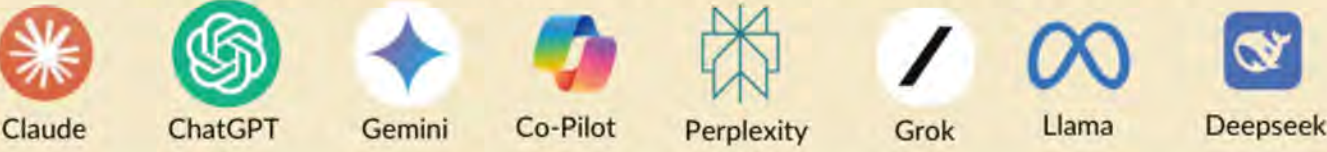
## **N - Narrow** results by refining with expertise

- Integrate expertise & intuition
- Maintain authenticity
- Ensure accuracy
- Leverage for creativity
- Use AI as a tool, not a crutch
- Systematize organization

## **G - Ground** inputs & outputs ethically and responsibly

- Maintain credibility & trust
- Protect data & security
- Address & mitigate bias
- Practice transparency & attribution
- Recognize AI's limitations
- Assume full responsibility

The CRAFTing Framework unlocks users' potential by equipping them to leverage everyday AI to amplify their impact responsibly. It's a comprehensive & flexible system designed to maximize all major AI platforms:



Interested in empowering your team with the mindsets, skillsets, & toolsets to responsibly leverage everyday AI? Let's connect and explore how to use AI to hone your craft and amplify your impact!

[www.amplifiedimpact.solutions](https://www.amplifiedimpact.solutions) | [mobergtyl.com](https://mobergtyl.com) | 763-300-5741



# Some Ideas

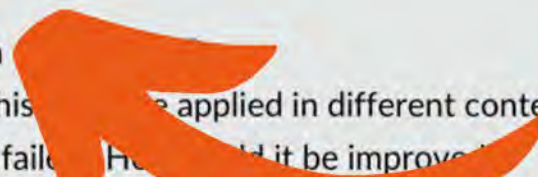
## Side B of One-Pager



## I - INTERACT WITH ITERATIONS

Con conversationally  
refine with further  
directions

### Expanding Ideas

- ☐ "Give me ten variations, then tell me your favorite and why."
  - ☐ "What's a less conventional or unexpected answer?"
  - ☐ "Walk me through how to do this step-by-step"
  - ☐ "What might I be missing here?"
  - ☐ "Expand on your answer in much
  - ☐ "Suggest three additional ways this could be applied in different contexts."
  - ☐ "What would happen if this idea failed? How could it be improved?"
- 

### Iterative Improvement

- ☐ "Sound less AI and more human."
- ☐ "Which of these options is strongest, and why?"
- ☐ "Transform your answer into a table."
- ☐ "Combine the best elements into one improved version."
- ☐ "Rephrase this explanation to make it more concise and clear."
- ☐ "Simplify this to a one-sentence summary."
- ☐ "Rewrite this as an elevator pitch."
- ☐ "Rewrite this for an audience of [ e.g., teachers, executives, or 5th graders]."
- ☐ "Provide five fresh variations of this response."

### Iterating on Feedback

- ☐ "I like [specific part of the response]; expand on that idea further."
- ☐ "I don't like [specific part]; suggest a different approach to improve it."
- ☐ "Give yourself feedback and improve your response based on that feedback."
- ☐ "Add a specific example or case study to support this idea."
- ☐ "Keep the structure of this response but refine it to be more practical."

# Additional “Interact” Ideas

## Appendix of Handout



## R - Request ?

### Research

- Summarize information from documents, websites, videos, articles, or books into concise action points
- Compare and contrast [concepts, arguments, or sources] to highlight differences
- Explore alternative perspectives on [topic or issue] to broaden understanding
- Provide historical context for [event, trend, or topic]
- Extract key insights from documents, presentations/articles to inform [goals]
- Highlight major trends or recurring themes in [research/discussions/report]
- Develop an executive summary from [detailed material].
- Break complex topics into clear, step-by-step explanations for better understanding
- Suggest related resources (articles, books, or videos) to deepen learning.
- Summarize key takeaways from multiple sources into cohesive overview

## Collecting Insights

### Data

- Analyze data for patterns, trends, and outliers
- Highlight anomalies in [data set] for further investigation
- Create clear data visualizations to communicate findings effectively
- Generate dashboards for monitoring key indicators and tracking progress
- Develop actionable insights based on [data] (for reports) to inform decisions
- Forecast trends using [data analysis] or predictive tools
- Summarize key metrics and results in [reports]
- Identify strengths and weaknesses in [processes, operations, or outcomes]
- Suggest next steps or solutions based on [data insights or findings]
- Combine and compare data from multiple sources to draw broader conclusions
- Analyze existing datasets to highlight missing or incomplete information for more robust decision-making.

### Gathering Feedback

- Write survey questions to measure [satisfaction, performance, or outcomes]
- Draft open-ended questions to explore opinions about [project]
- Design a mix of quantitative (rating scales) and qualitative (open text) questions to collect well-rounded feedback on [specific issue]
- Design short, real-time polls for meetings to capture immediate reactions on [ideas/decisions].
- Plan targeted focus group sessions to gather in-depth perspectives on [issue].
- Create email templates inviting [stakeholders or participants] to share their feedback
- Draft interview scripts for one-on-one feedback sessions about [specific issue or experience].
- Brainstorm incentives or reminders to increase participation in [feedback efforts]

# Additional “Request” Ideas

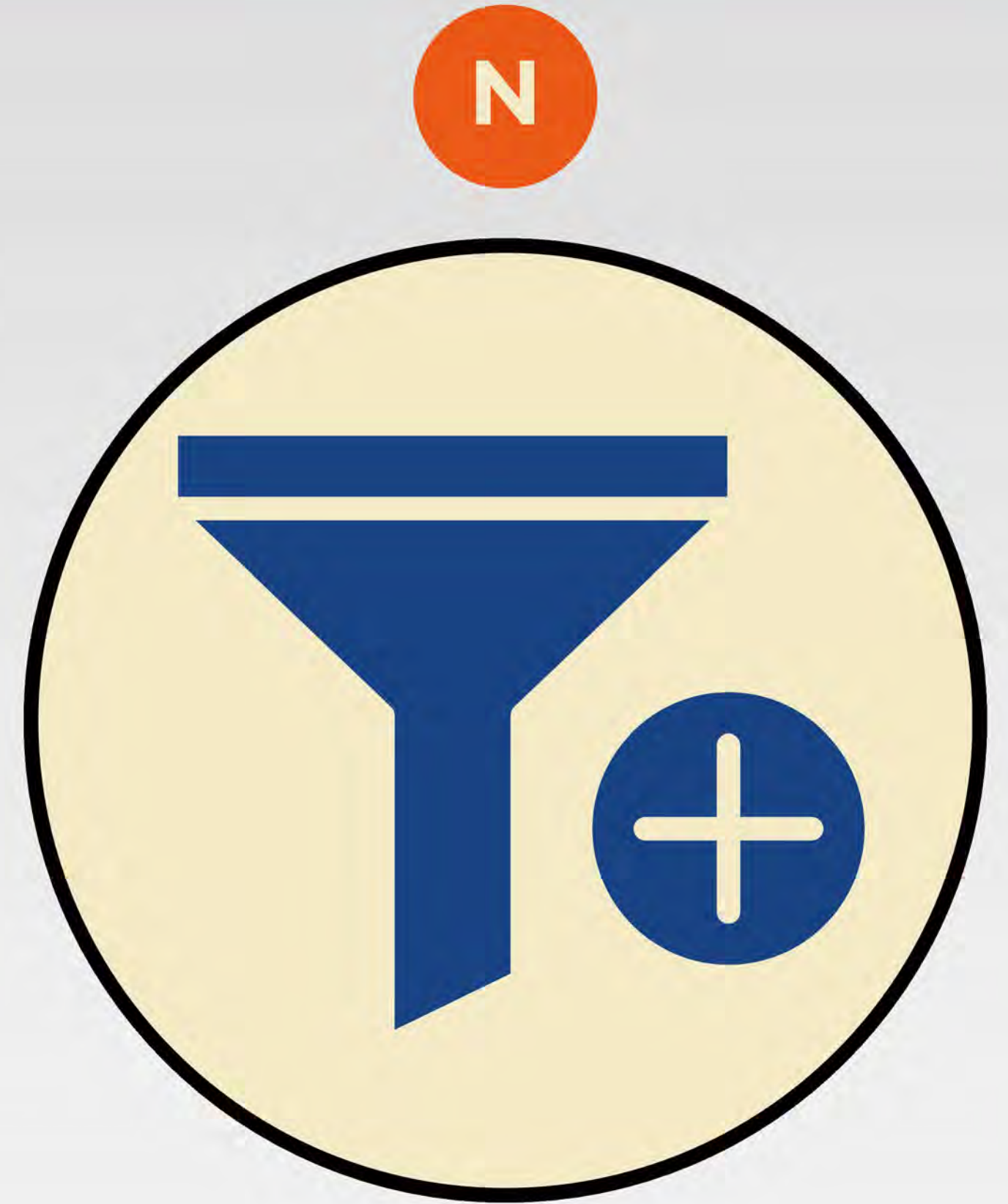
## Appendix of Handout



# CULTIVATE AI MINDSETS

## MINDSET #2

Narrow results by refining with  
human expertise





# BE THE HUMAN FUNNEL

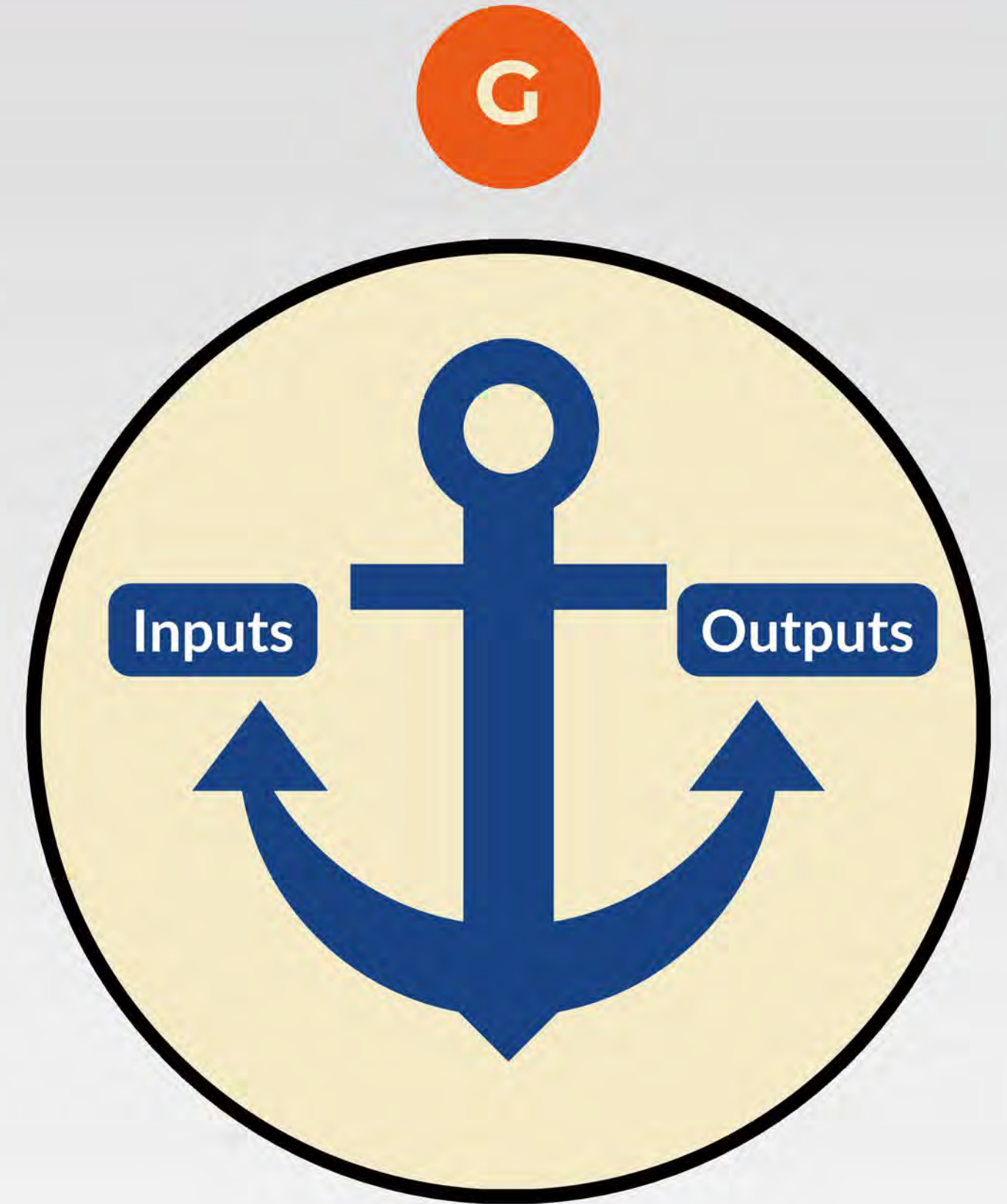




# CULTIVATE AI MINDSETS

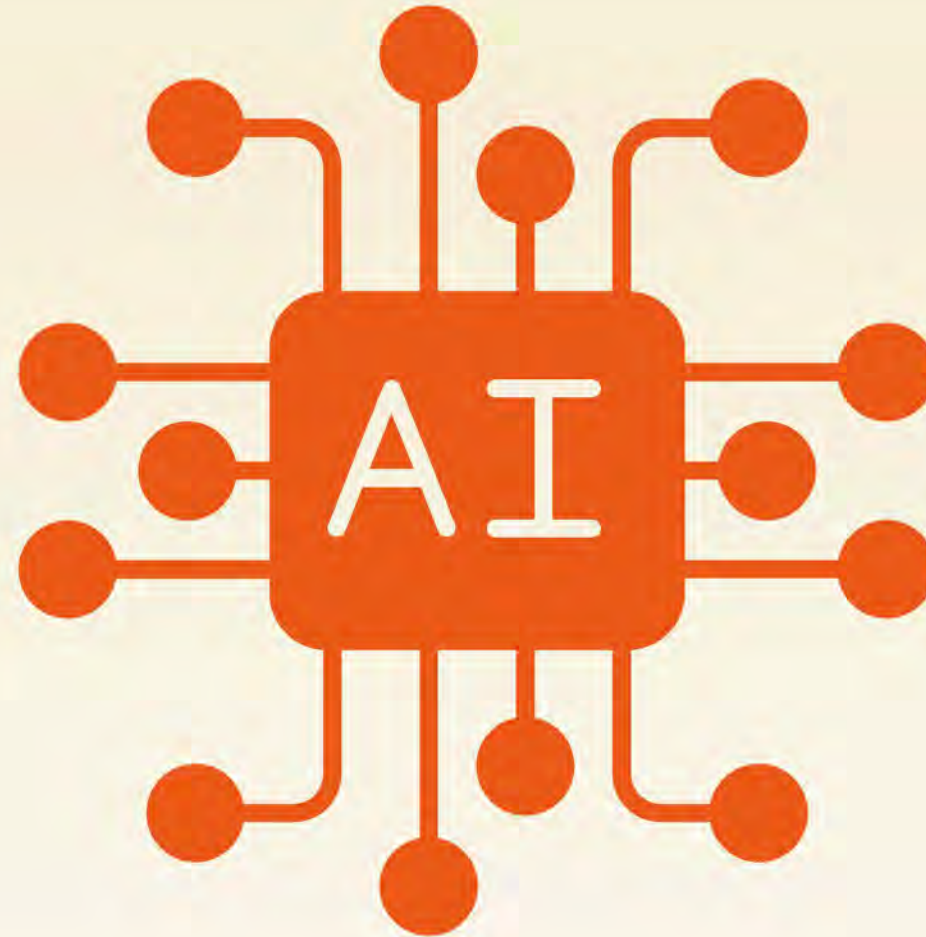
## MINDSET #3

Ground inputs & outputs in ethical and responsible use





# HUMAN-CENTERED AI



-Ben Shneiderman



# CULTIVATE AI MINDSETS



## INTERACT

collaboratively  
with AI as a  
capable (& fallible)  
colleague



## NARROW

results by  
refining with  
human oversight



## GROUND

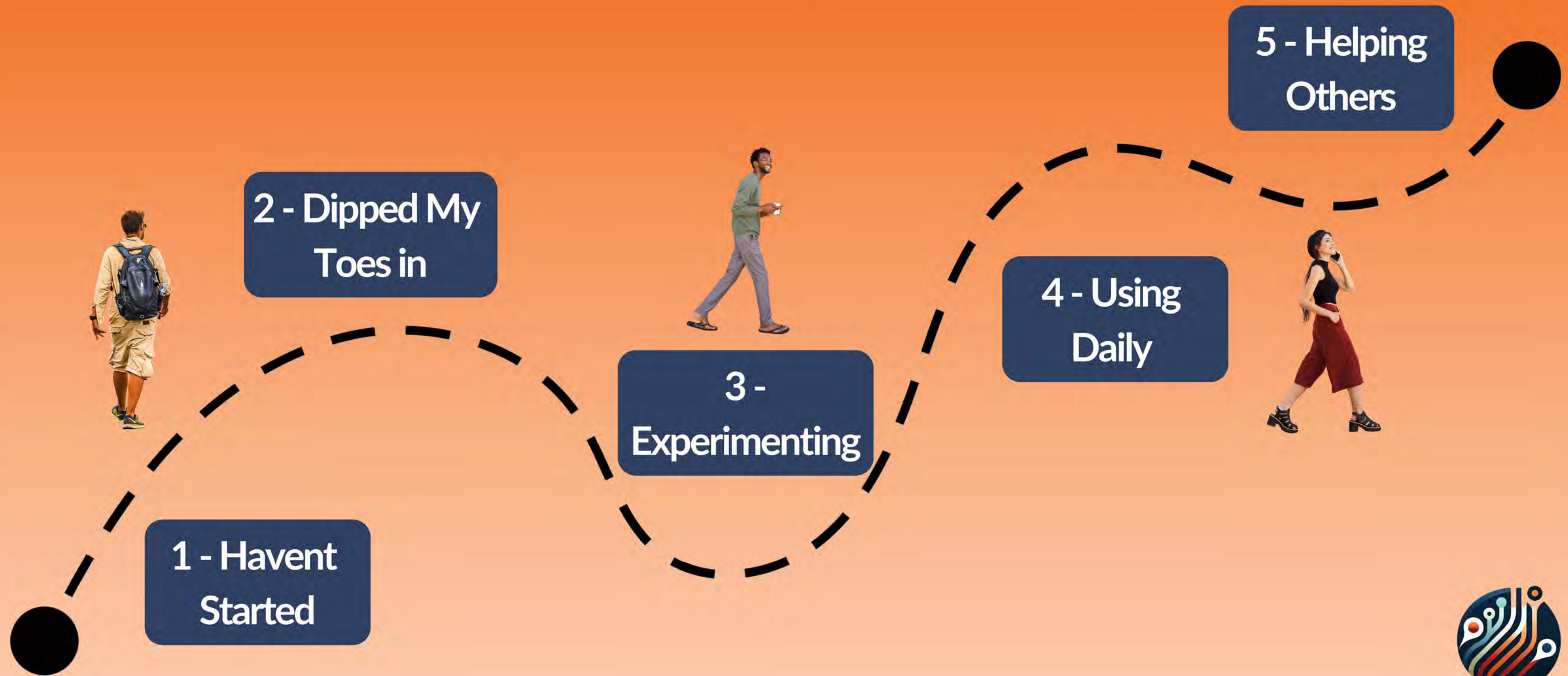
inputs & outputs  
in ethical and  
responsible use







# Where are **YOU** on your **AI journey**?





***“To really push the envelope of AI, you have to be at the edge of your craft. The models meet you where you are.”***

**– Angela Dobberfuhl**







# Empowering Leaders with AI: Practical Tools & Techniques

## Materials

- Google Docs AI-Training Session Survey
- The CRAFTing Framework One Pager.pdf 3094.8KB
- Handout - Empowering Professionals with AI Practical Tools

## Introduction to AI: CRAFTing Foundations

- Everyday AI Use Cases for Leaders
- The CRAFTing Framework Basic Prompt Templates

## My Current Favorite AI Tools

- Claude - Writing and Artifact Creation
- Perplexity AI Perplexity - Custom AI Web Searches (Replaces "Googling")
- ChatGPT - Brainstorming, Creativity, Feedback, Voice Feature
- NotebookLM | Note Taking & Research Assistant Powered by AI

[bit.ly/4iA88mz](https://bit.ly/4iA88mz)





**FEEED**

**BACK**






# Amplified Impact



Partnership Opportunities





**Equip professionals with  
mindsets, skillsets, and toolsets  
to responsibly leverage everyday  
AI and amplify their impact.**





# Capture Key Takeaways

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How are you going to apply your learnings from this session?



**The**

**AI**

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**LEVERAGED PROFESSIONAL**

Practical Tools & Techniques





## All-Industry Forum in St. Cloud

June 5, 2025, from 9am-1pm at River's Edge Convention Center in St. Cloud. Labor market information update, employer panel, free lunch and more.

[More details](#) and [RSVP here](#).

## Pipeline 101

June 25, 2025, from 9-10 a.m. [Register to attend](#)



# Thank you!



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