AI Strategy Leadership Session Agenda

Total Duration: 6 Hours (Including Breaks)

Workshop Objective:

To equip ARCO's leadership with foundational understanding, practical skill, and strategic perspective on integrating AI into their workflows and decisions.

Full-Day Workshop Agenda (Finalized)

(4) 09:00 – 09:30 | Welcome, Group Formation & First Job Intro Activity

Flow:

- Arrival & Group Assignment (5–7 min)
 - Welcome participants as they enter
 - Hand out name tags and a colored sticker or group card (pre-assigned teams)
 - Guide them to sit with their color group (table signage helps)
- Facilitator Welcome (2 min)
 - Quick intro: "Why this workshop, why now"
 - Set the tone: exploratory, safe, practical
- Activity: Share Your First Job (15–18 min)
 - Each person writes on a rectangular post-it:
 - Their name
 - Their *first job ever*
 - One thing they learned from it
 - Share in table groups (5 min)
 - Option: Stick post-its on a shared board titled "Where We Started"
- Transition (1–2 min)
 - Set expectations for the rest of the day

% 09:30 – 10:30 | AI Foundations & Mindset

Objective: Build a shared mental model for AI, break down tech jargon, and emotionally reframe AI from threat to tool.

Flow:

- What AI Is & Isn't (15 min)
 - o 5–6 slides: AI vs AGI vs LLM vs GenAI
 - \circ Clarify brand confusion (ChatGPT \neq AI \neq DeepSeek \neq AGI)
 - o Touch briefly on hallucination and limitations
- Decode the Jargon Activity (15 min)
 - o Pre-stick 10 AI terms on whiteboard
 - Hand 2 terms to each group
 - Task: Define each in your own words (like explaining to a 12-year-old)
 - Share-back and facilitator corrects or clarifies with simple definitions
 - Optional: Rotate terms and repeat quickly
 - End with a summary slide showing all terms + simple definitions:
 - AI, AGI, LLM, GenAI, Machine Learning, Deep Learning, ChatGPT, OpenAI, Hallucination, Prompt Engineering
- Reframing AI as Intern → Assistant → Consultant (10 min)
 - Show the same prompt handled 3 ways (intern-level vs assistant vs consultant output)
 - Group votes: which was most useful?
- Personal Reflection: "Things AI Should Steal From Me" (10 min)
 - Prompt: "What's one recurring task in your role AI might help with?"
 - Write on sticky note
 - Stick on a wall titled "Things AI Should Steal From Me"
 - o Discuss 2–3 examples aloud

Outcome: Participants understand core concepts, feel emotionally aligned, and are intellectually ready for hands-on prompting.

in 10:30 – 12:30 | Prompt Engineering (Hands-On Block)

10:30 – 10:40 | Icebreaker: Prompt Fails (10 min)

- Show 2–3 bad prompts and outputs
- Ask teams to identify the problem
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10:40 – 11:00 | Concept Mini-Lecture + Live Demos (20 min)

- Define what a prompt is
- Collect three prompts from their work
 - Share any prompt that you did in the last few days or weeks with ChatGPT etc?
- Introduce 5 key prompt engineering patterns:
 - Role-based prompts "Act as a hiring manager..."
 - Step-by-step thinking "Walk me through the process..."
 - Output formatting "Answer in a table..."
 - Ask-before-acting "Ask questions before starting..."
 - Rewrite & refine "Improve this in 3 ways..."
- The ROSES framework
- Activity: Show the usage of the ROSES framework
 - Before and After of the answer with the ROSES framework

11:00 – 11:20 | Prompt Showdown (Game) (20 min)

- Each team gets a challenge card
- Create & refine a prompt for a specific outcome
- Submit prompt + output
- Teams vote: most surprising, most useful, funniest
- Light competition with prizes

11:20 – 11:50 | Meeting My Guru (Hands-On Prompting) (30 min)

- Step 1: Ask participants to imagine meeting the top expert or guru in their field
- Step 2: Prompt them: "What is one question you would ask this guru to solve a challenge or improve your work?"
- Step 3: Write the question down individually
- Step 4: Discuss and share within their table group
- Step 5: Each group chooses one question to refine into a powerful AI prompt
- Step 6: Test the prompt on ChatGPT or Gemini
- Step 7: Capture what worked, what didn't, what surprised them

11:50 – 12:15 | Group Reflection (25 min)

- What worked? What failed?
- Where can this help your work?
- Where should AI not be used?
- Document on flipcharts

12:15 – 12:30 | Bridge to HMW (15 min)

- Prompt: "If this worked for your task, what about a whole process?"
- Preview post-lunch HMW session
- Show 2–3 examples of team-level AI project ideas

12:30 – 1:30 | Lunch Break

1:30 – 3:00 | HMW + AI Project Design Sprint

- Reframing: From Task to Transformation
- Grouped by department (HR, Ops, Finance, etc.)
- HMW activity: "How might we use AI to..."
- Teams brainstorm & select one project idea
- Template-guided design sprint: tools, impact, next steps
- Closing remarks