

Leadership Summit

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The Ritz-Carlton, Denver

forward→ 2025



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AI for Admin: The art of the prompt

[bit.ly/](#)

AI for Admin: The art of the prompt

**Click here and Create a Playlab
account**

What we will cover today

1

What is AI?
How do we
ensure it is human
centered?

2

What are human
centered use
cases?

3

What does a great
prompt look like?

How are you feeling about AI?



Confused



Playing
with AI



1

2

3

4

5

Nervous
scared



Beginning
to Explore



Building
With AI

**Deep Research: What is a human
centered approach to AI?**

LEARNING FROM AI



Learning ABOUT AI and
Collaborating with People and AI to Create



What is genAI?

Generative AI is a next _____ predictor
(word)

*Using massive amounts of
training and context (billions of
“weights”)* (token)

- *Statistical measures* (pixel)

(code)



 big idea 1:



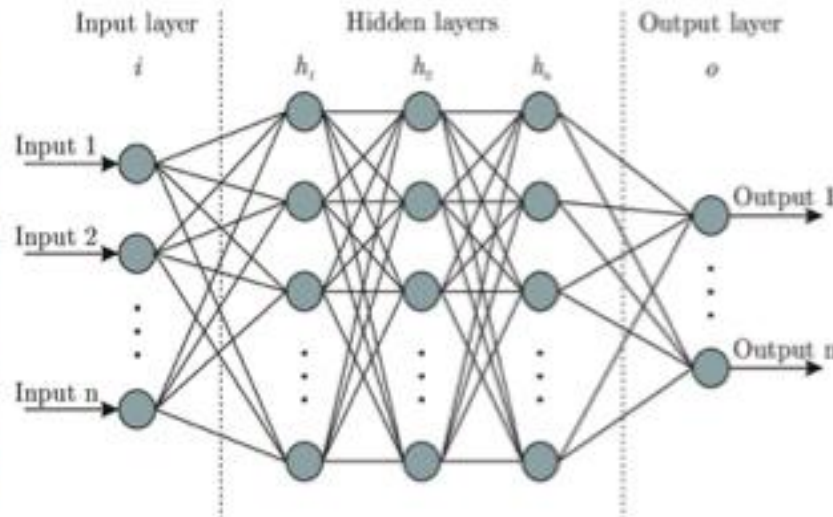
Gen AI = Unsupervised Learning *(a simplified explanation)*

Reads the whole internet!

(HENCE CALLED LARGE LANGUAGE MODELS)



Finds patterns and relationships



"Deep learning"

**Builds its own "brain"!
(artificial neural network)**



Understanding the context window



You are already an AI person.



 big idea 2:

AI is a tool...

with great potential
and great limitations.

Risk



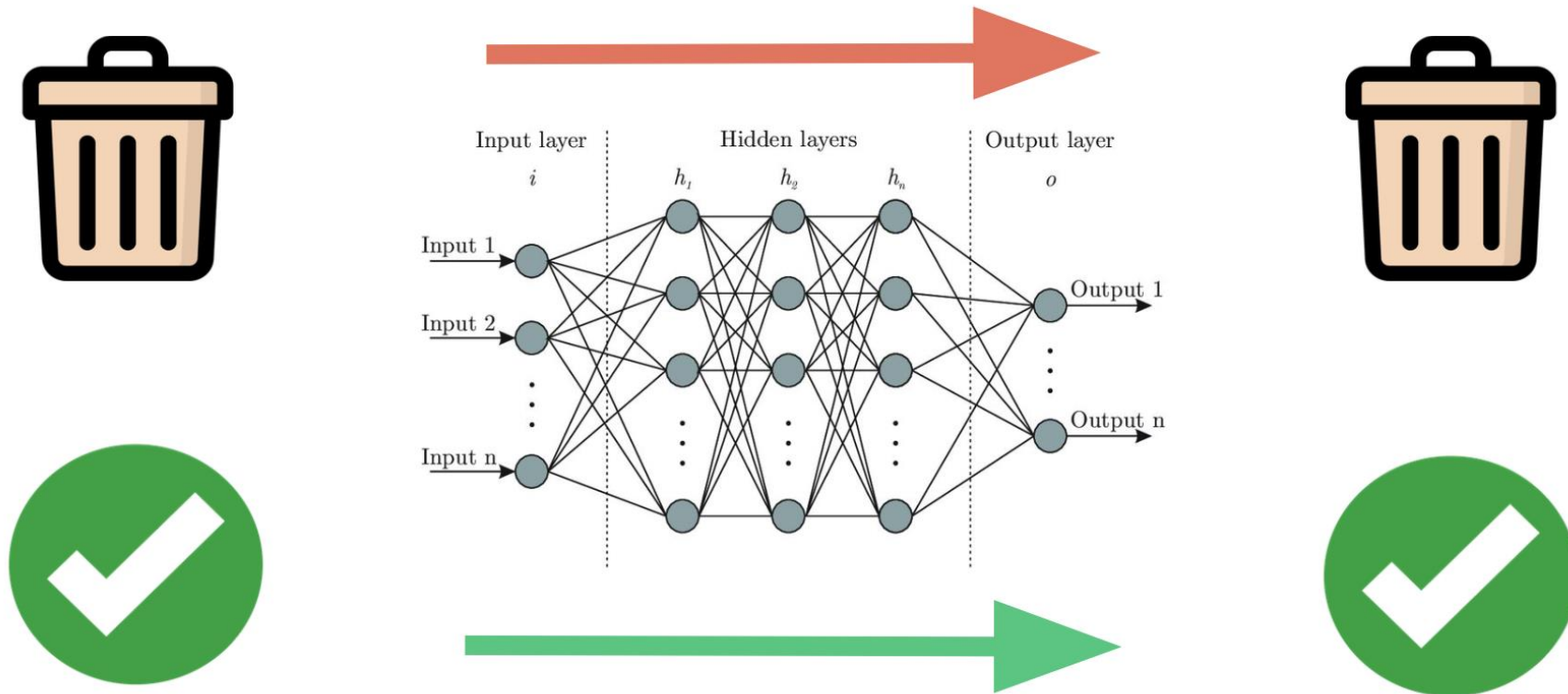
We are still early

Potential



Where are there “great limitations”?

Training data matters.



AI use can make us “average”

At the end of the day, AI is simply **using statistics** to predict what comes **next**.

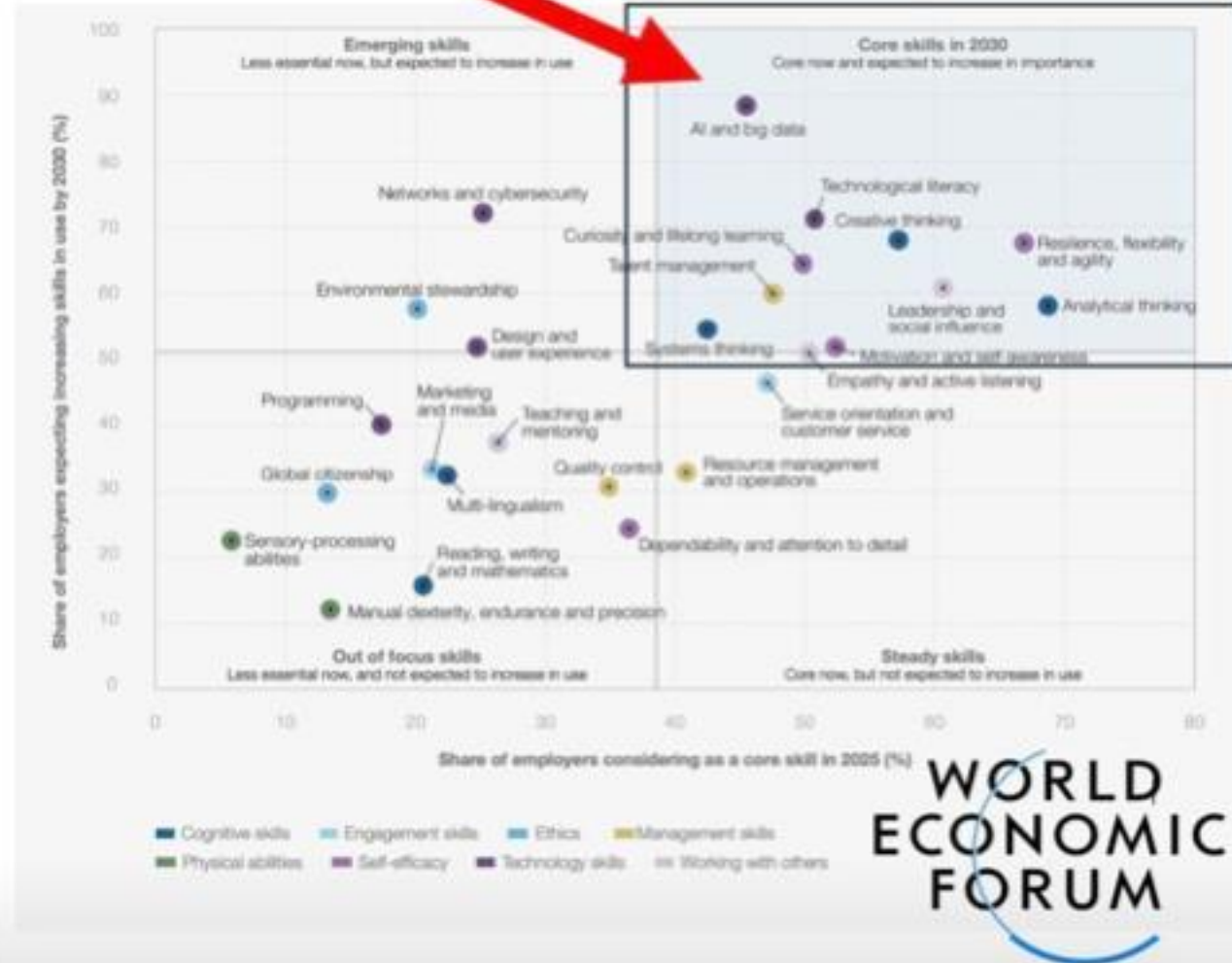
Which means, that when we rely on **AI FIRST**, we get the “**median**” outcome. This can look amazing, but in fact, it is just average work.

Anyone can generate the **exact same thing** with the exact same prompt.

Which is why starting with **unique human thinking** and **prompting** is **essential!**

Employers See AI-Central and AI-Adjacent Skills as Critical Now and In the Near Term

Core Skills in 2030



Skills related to AI fluency, 'Human spark', and capacity to learn are critical

Top 10 skills core skills in 2025

Technological literacy
Analytical thinking

AI fluency



Leadership and social influence
Talent management
Creative thinking
Motivation and self-awareness
Empathy and active listening
Service orientation and customer service

'Human spark'



Curiosity and lifelong learning
Resilience, flexibility and agility

Learning



Core skills and attitudes with the biggest shifts over the next 5 years

AI and big data +87

Networks and cyber security +70

Technological literacy +68

Creative thinking +66

Resilience, flexibility and agility +66

...

...

12 Dependability and attention to detail

-4 Reading, writing and mathematics

-24 Manual dexterity, endurance and precision

There are three key qualities which will prepare students best for entering and succeeding in the future workforce



AI fluency

- AI fluency looks like:
 - What it is, how it works
 - Strengths / weaknesses of different models
 - What a good prompt looks like
 - Ability to spot and prevent hallucinations
 - Checking AI work
 - Using multiple models to improve product
 - ...



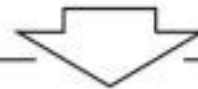
'Human spark'

- Humanity is what differentiates us
- 21st Century Skills look like:
 - Leadership, critical thinking and problem solving, collaboration and teaming, creativity
- Emotional Intelligence including:
 - Empathy, compassion, moral reasoning, active listening, curiosity



Lifelong learning

- A commitment to lifelong learning will help students succeed in an ever-evolving workforce
- Those who embrace growth, resilience, and motivation are more likely to thrive than those resistant to change

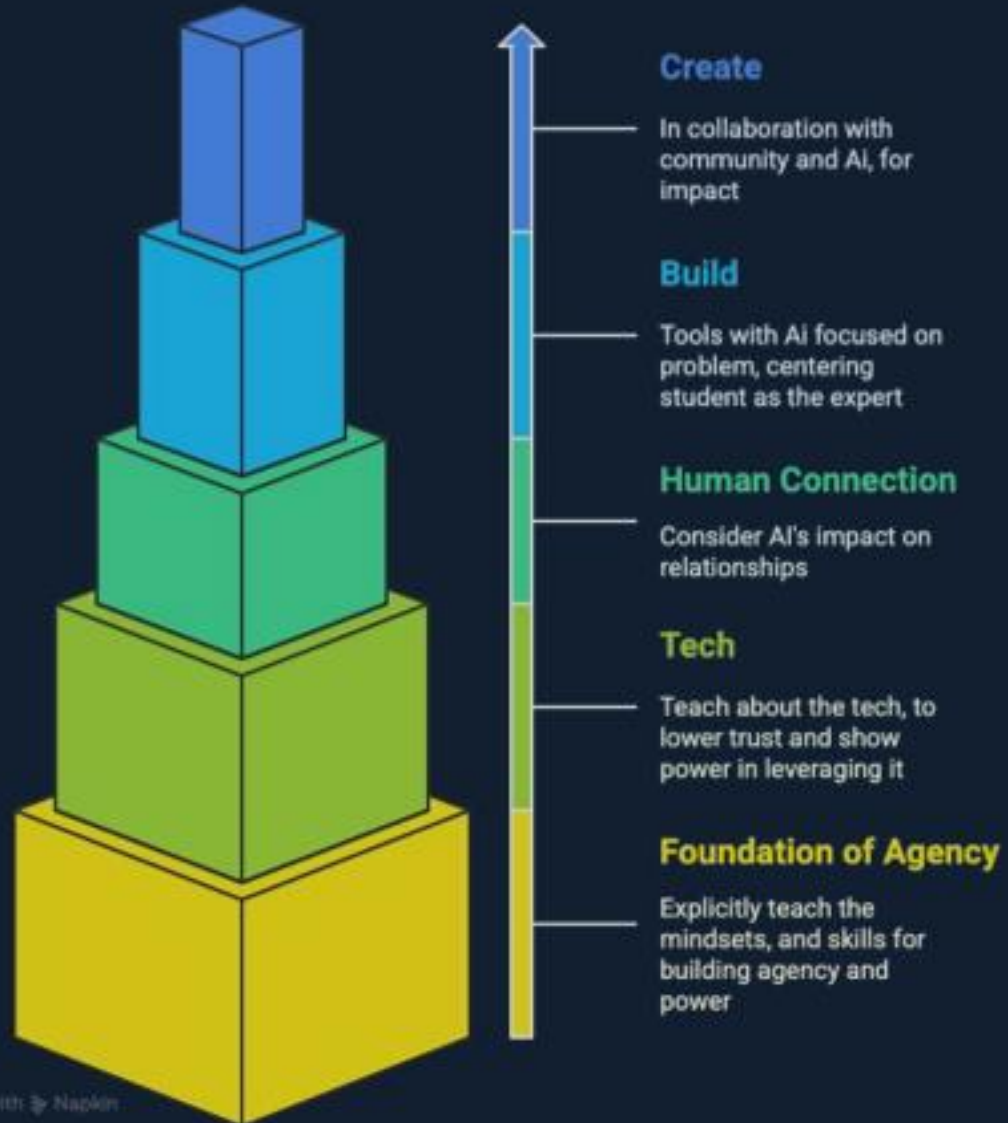


As AI advances and reduces the number of entry-level roles, **internships and other real-world experiences** that showcase AI fluency, 'human spark', and an ability to learn will become increasingly valuable

This isn't all or nothing...



AI Literacy Development



The Cybernetic Teammate: A Field Experiment on Generative AI Reshaping Teamwork and Expertise

Fabrizio Dell'Acqua
Charles Ayoubi
Hila Lifshitz
Raffaella Sadun
Ethan Mollick
Lilach Mollick

Yi Han
Jeff Goldman
Hari Nair
Stew Taub
Karim R. Lakhani

Abstract

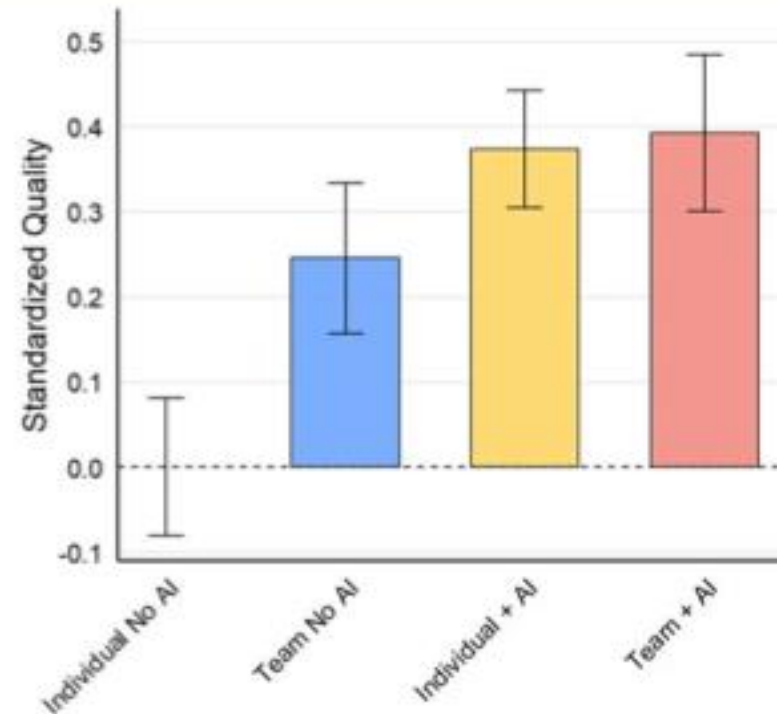
We examine how artificial intelligence transforms the core pillars of collaboration—performance, expertise sharing, and social engagement—through a pre-registered field experiment with 776 professionals at Procter & Gamble, a global consumer packaged goods company. Working on real product innovation challenges, professionals were randomly assigned to work either with or without AI, and either individually or with another professional in new product development teams. Our findings reveal that AI significantly enhances performance: individuals with AI matched the performance of teams without AI, demonstrating that AI can effectively replicate certain benefits of human collaboration. Moreover, AI breaks down functional silos. Without AI, R&D professionals tended to suggest more technical solutions, while Commercial professionals leaned towards commercially-oriented proposals. Professionals using AI produced balanced solutions, regardless of their professional background. Finally, AI's language-based interface prompted more positive self-reported emotional responses among participants, suggesting it can fulfill part of the social and motivational role traditionally offered by human teammates. Our results suggest that AI adoption at scale in knowledge work reshapes not only performance but also how expertise and social connectivity manifest within teams, compelling organizations to rethink the very structure of collaborative work.

Keywords: Artificial intelligence, Teamwork, Human-machine interaction, Productivity, Skills, Innovation, Field experiment.

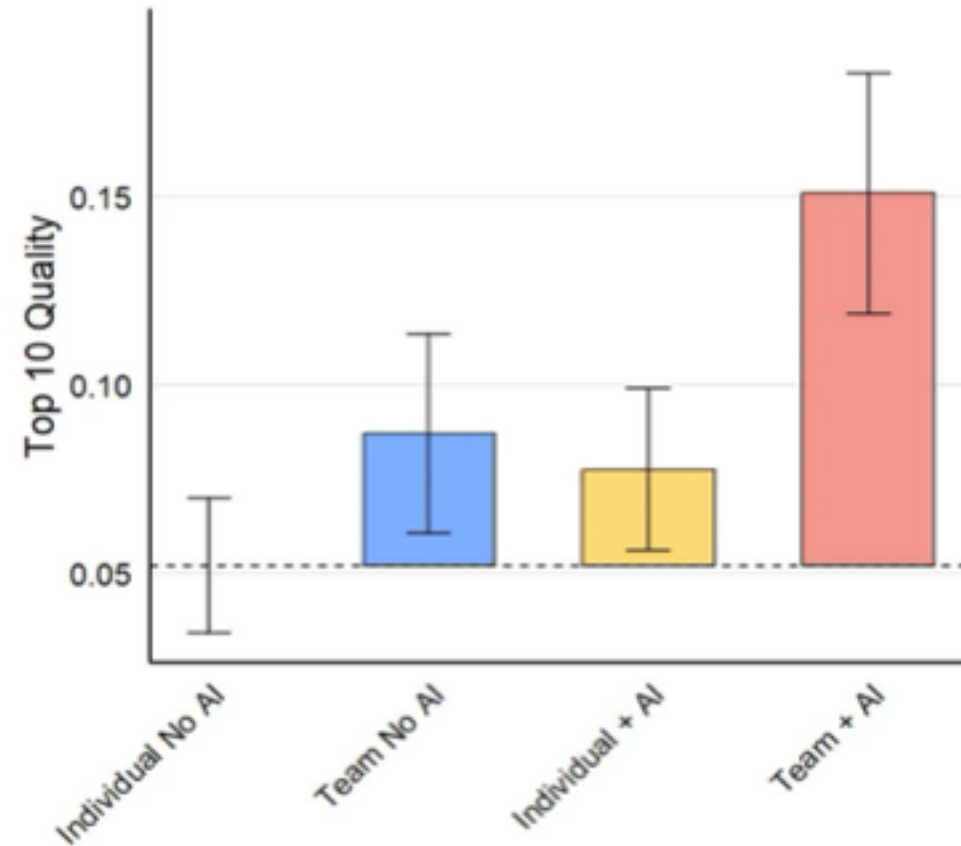


Harvard
Business
School

Collaboration



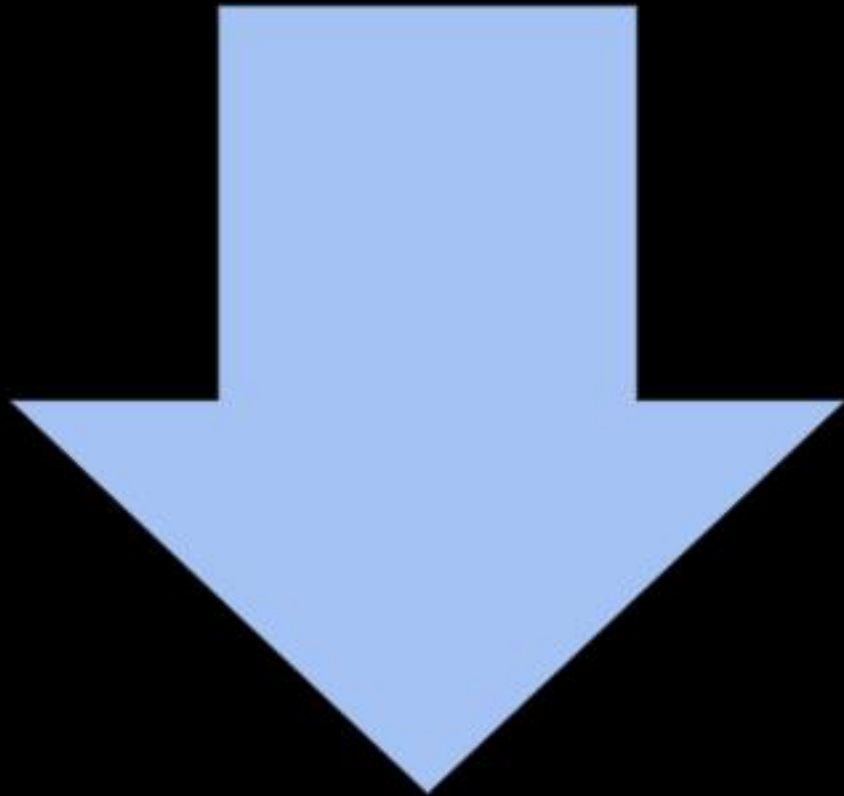
Excellence happens in teams. Through collaboration.



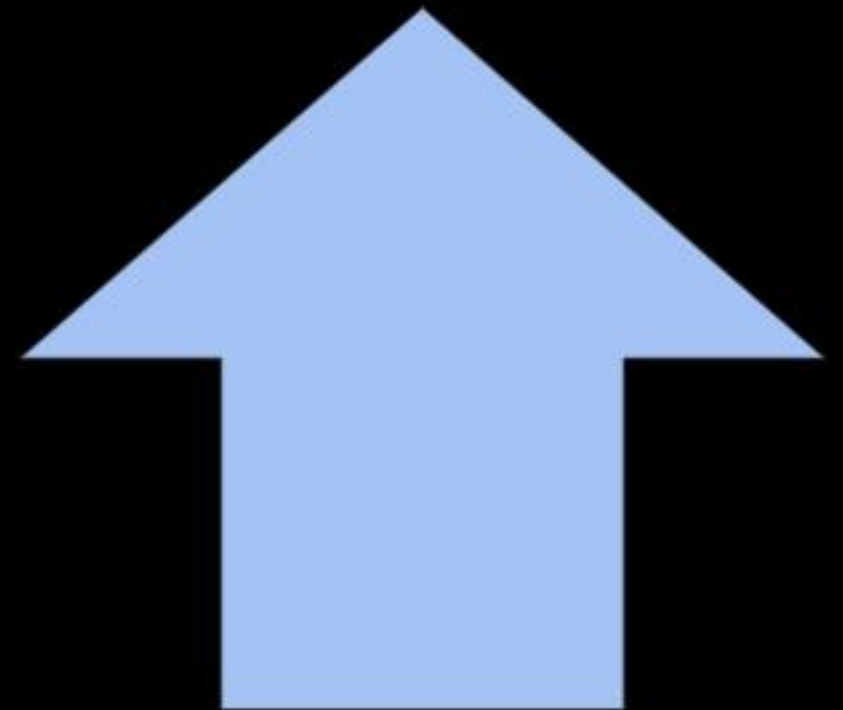
Notes: This figure displays the proportion of top 10% solution across different treatments with standard error

Low Trust

Strong Use



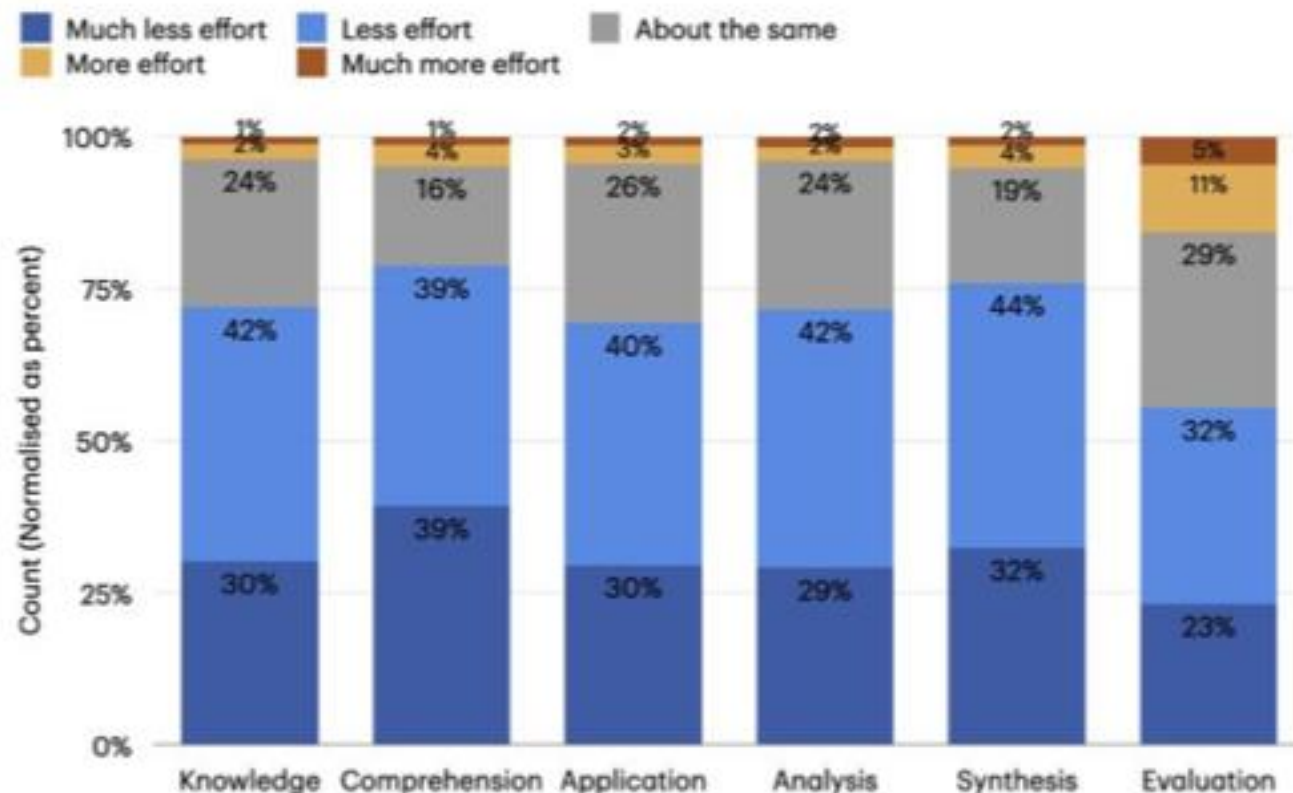
**Best
Results**



Expertise is more valuable than ever.

The Impact of Generative AI on Critical Thinking

CHI '25, April 26–May 01, 2025, Yokohama, Japan

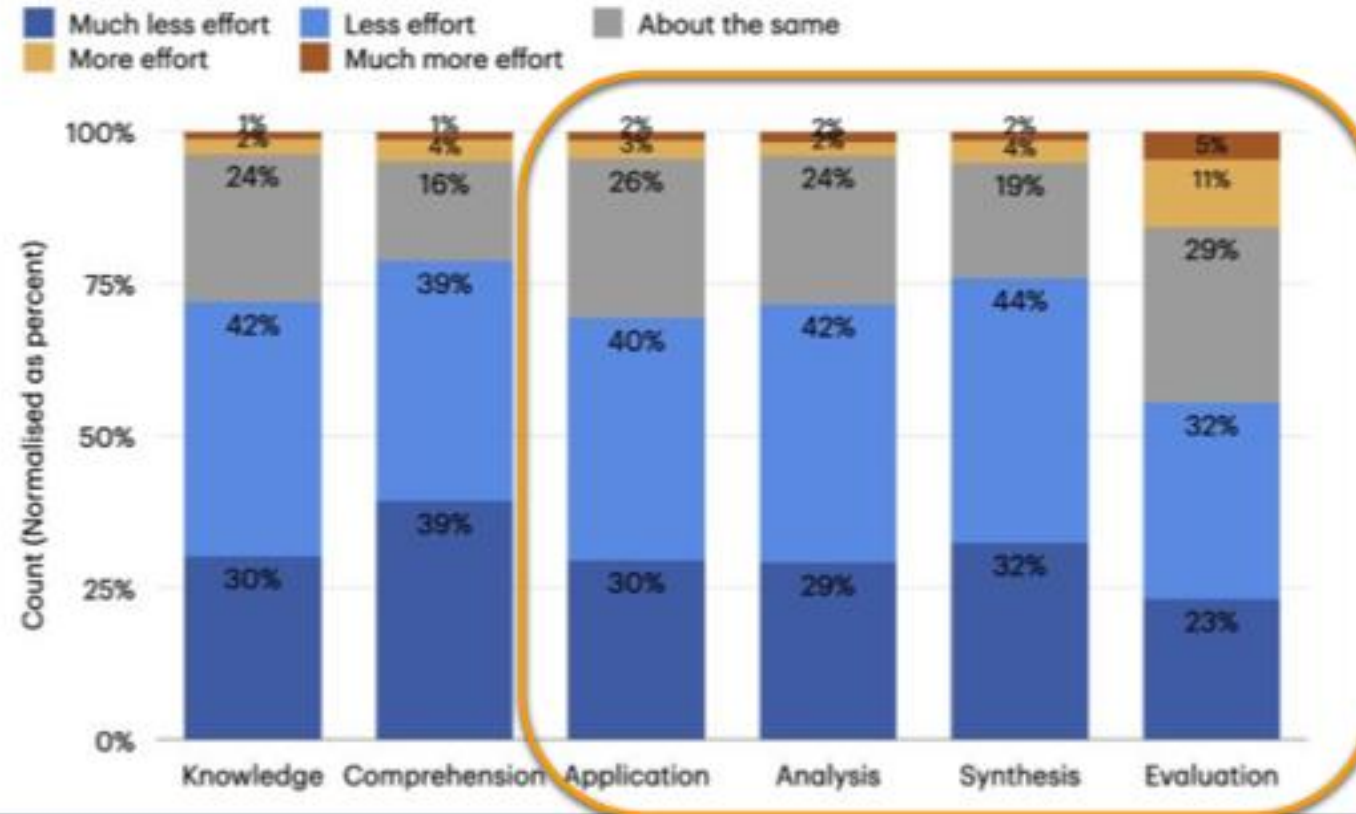


[Impact of GenAI on Critical Thinking: Microsoft Collaborative AI in the Workplace](#)

This is the path to more Deep Work.

The Impact of Generative AI on Critical Thinking

CHI '25, April 26–May 01, 2025, Yokohama, Japan



When we center our expertise, and collaborate with our team and AI, we can spend more time in deep work, and are more likely to create something truly exceptional.

**Human centered AI is when we focus
our effort on only using AI where it
makes our lives better.**

A man dressed as Uncle Sam, with a white beard and a top hat featuring stars and stripes, stands in the foreground. He is wearing a blue jacket with white stars and a red bow tie. He is pointing his right index finger towards the camera and gesturing with his left hand towards a group of people. The group consists of diverse individuals of various ages and ethnicities, all smiling and looking towards the Uncle Sam character. They are in a modern office environment with shelves in the background.

WE WANT YOU

to lead the way into the Age of AI.
Don't leave it to the tech bros.

Case Study: Human-Centered AI in AP Psychology

The Human-Centered AI Strategy

We started with a human-centered hypothesis:

"If we increase aligned at-bats and feedback velocity, student performance on AAQs and the AP exam will rise."

[Click Here for Case Study](#)

Human Centered Tools

Bot	Description
<u>Newsletter Builder</u>	This bot will help you create a customized Newsletter for your school or network
<u>Blog Builder</u>	This bot will help you create a customized blog for your school or network
<u>Handbook Consultant</u>	This bot will help your employees and staff navigate the Staff Handbook

Choose 1: You have ten minutes to build achieve your goal - a newsletter, blog or a clear understanding of a set of policies.

Human Centered Tools

Prompt:	Description
<u>Newsletter Builder</u>	This bot will help you create a customized Newsletter for your school or network
<u>Blog Builder</u>	This bot will help you create a customized blog for your school or network
<u>Handbook Consultant</u>	This bot will help your employees and staff navigate the Staff Handbook

For the bot you chose: How did we get it to do that?

**Reflect: How do these examples show
human centered AI?**

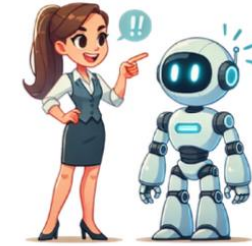
Prompting

Prompting is one of the most essential skills for
now and the future

Prompt Engineering:

the practice of designing and refining prompts to effectively interact with AI models, especially LLMs.

LLM



Be a good boss!

P
Prompt
Engineering

Improve Accuracy

Enhance Relevance

Increase Efficiency

Output

Prompting

The case study we saw, all started with excellent prompting!

genAI: Mindset

Search mindset ≠ genAI creation mindset



ASK < Tell / Prompt

How can I... < Please analyze...

COURAGE CURIOSITY INTEGRITY RESPONSIBILITY RESPECT DOING YOUR BEST

Prompting

The RCP Method © for Prompting AI by Zach Kennelly

Role

Context and Content

Prompt or Plan

Role

Describe the type of person or workflow that would ideal for the output you want.

Analogy: Hiring manager with infinite budget

What's happening with AI: You are helping it focus

Context

You are talking to an incredibly talented (and very eager to please) intern or alien

Analogy: What does this talented person not know about your context?



What's happening with AI: Helping it to predict the right words by contextualizing them

Content

Give clear specifications for the task or output.
(tone, length, format etc)

Analogy: The alien is eager to please. What do they need to know to make this usable?

What's happening with AI: Helps the AI to have clear outcomes to measure against during prediction.

Prompt or Plan

Wrap it all up, in a clean and concise way (Prompt).
Or, give it a plan to iterate.

Analogy: This is the final set of directions before you release it to work! Your summary.

What's happening with AI: It tends to prioritize the instructions first and last highest. This gives it clear next steps.

Example: Prompt

Role: .1% AP Psychology educator focused on building an aligned peer talk strategy for analyzing research articles (article Analysis Questions = AAQ) on our first day of AAQ's.

Context: Teacher of AP Psychology at DSST College View in Denver. Students will be reading and annotating their first research article. The article is digital and students will take Cornell notes by hand or on a computer.

Source: [Research AAQ](#)

Content: Brainstorm three peer talk strategies for students to do after taking reading the article and taking cornell notes to help them analyze the research.

Plan: Generate strategies then work with me to select and customize the best strategy

What questions do you have? Do not make things up. If you need clarity ask.

**Your Turn: Using The RCP Method - Create
a prompt of your own on your AI Platform
of choice**

Call To Action:

**Leverage the human-centered mindsets
that we covered today, to leverage using
your unique expertise and strong
prompting**

Created by Zach Kennelly
for 10/10/25 Colorado League of Charters Summit

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CEO and Founder, Alchemy Learning
Senior Manager of STEM at DSST Public Schools

zach@alchemy-learning.com

zachary.kennelly@scienceandtech.org

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