

Part 1: Where We Are Now – 45 mins	Session prep: • Make sure everyone has edit access to figma board • Prepare to have breakout groups
On-screen	Facilitator Notes
 The graphic features a vibrant pink background with a yellow geometric shape on the right. On the left, the text 'SHINE BRIGHTER MONTH' is in small white letters, followed by 'Everbright's AI Playbook' in a larger white font. On the right, three women are shown in a celebratory pose, with one holding a golden trophy. The women are dressed in professional yet stylish attire, including a black top with a gold skirt and a black and white patterned dress.	Intro – 5 mins (Sam & Chase) EXPLAIN: • Welcome everyone and set the tone for the session. This is about learning, sharing, and co-creating together. • Emphasize what this session <i>is</i>: 1. A chance to level-set around how we use AI now. 2. Time to knowledge-share tools, use cases, and helpful practices. 3. An open discussion on how we can intentionally and ethically leverage AI in our work. • Also emphasize what this session <i>is not</i>: 1. No one is being required to use AI. 2. Participation doesn't mean adoption! This is about awareness, alignment, and choice. • Share the structure of the day so people know what to expect: 1. Where We Are Now – exploring our current tools, practices, and learnings. 2. Defining Our Principles – aligning on ethical and practical guidelines for AI use. 3. Creating Our Playbook – drafting a living resource we can use and keep updated. DO: • Welcome participants and thank them for their time. • Briefly run through the agenda on-screen so everyone sees the three parts of the session. • Set a collaborative, open tone (“There’s no right or wrong answer here; we want to learn from one another.”).
	Activity – 5 mins (Chase)

	EXPLAIN: • Introduce the “hook” activity. • Everyone will attempt to create a cartoon version of our CEO, Jesse. They can use any AI tool or combination of tools they want. • They’ll have a short time to experiment, so the focus is less on polishing and more on seeing how process, tool choice, and prompt refinement lead to different outcomes. DO: • Give clear instructions: ◦ Each person creates their own cartoon Jesse. ◦ Note down the tool(s) you used, the prompt(s) you tried, and how you refined them. ◦ Don’t overthink! This is fast and playful. ◦ Set a 5-minute timer for the activity. Give a 2-minute warning before time is up.
	Activity Debrief – 5 mins (Chase & Sam) DO: • Ask for volunteers to share their final image. • View as many examples as time allows. • Briefly discuss the participant’s process. ASK: • “What tool(s) did you use and why?” • “How did you refine your prompts?” • “What surprised you about your results?” DO: • Facilitate a short discussion on the variety of outcomes. • Connect back to the theme: AI isn’t one-size-fits-all, and even when we share the same challenge, the process and results vary widely. • Part of that is because we didn’t align on what tools we were using!
Figjam link	AI Braindump – 10 mins (Sam and Chase) EXPLAIN: • TRANSITION from the creative challenge into real work practices. • This is our chance to capture what’s happening now with AI across the team. • We’ll focus on three things: ◦ What AI tools we’re using. ◦ What we’re using them for (specific tasks, not just broad categories). ◦ Any helpful tips, tricks, or best practices we’ve discovered.

	• EMPHASIZE that this is about surfacing hidden gems and helping everyone see the range of what's happening. DO: • Send link to figjam section • Set a timer for 10 minutes. • Prompt participants: "Add one sticky per idea. Be as specific as possible. For example, 'ChatGPT to rewrite objectives into Bloom's taxonomy format,' not just 'AI for learning design.'" • Monitor the board and lightly organize clusters as ideas start to appear. • Give a 2-minute warning and encourage people to add any last thoughts. Facilitator Note: The goal here is to share what's working and uncover "hidden" tools or practices that others might not know about.
	AI Braindump Discussion – 10 mins (Sam and Chase) EXPLAIN: • This discussion helps us make sense of the braindump. • We're looking for patterns, overlaps, surprises, and areas where we might want to align more closely. • The goal is to surface what's working, where people are finding value, and where there might be risks or inconsistencies. DO: • Lead a short conversation around the FigJam board. • ASK participants to share: ◦ "What stood out to you in what others shared?" ◦ "Were there any tools or practices you hadn't heard of before?" ◦ "Where do you see opportunities to align or improve how we use AI?" • Capture key insights (Notes, Figma board)
	Transition – 2 mins EXPLAIN • <i>Share a brief summary of what was discussed.</i> ◦ The Cartoon Jesse challenge showed us how different tools and prompts lead to different results. ◦ The braindump revealed the range of AI practices already happening across the team. ◦ Together, this gives us a baseline of where we are now. • Next, we'll shift to defining how we want to use AI — the principles and guidelines that

will help us use it responsibly and consistently.

DO:

- Thank participants for their contributions.
- Announce a 15-minute break before moving into Part 2.

Part 2: Defining Our Principles – 45 mins

[Working doc](#)

Intro & Welcome Back – 2 mins

EXPLAIN:

- Welcome everyone back from break.
- In Part 1, we looked at **where we are now**: the variety of tools we use, how we use them, and the very different results they can create.
- In this next section, we're going to define **how we want to use AI as a team going forward**.
- The goal: identify shared principles and ethical guardrails that will guide us, so our use of AI is consistent, intentional, and responsible.

DO:

- Transition the group into this mindset: less about what we've done, more about what we believe and want to stand for.
- Share the doc where they'll work for this section.

Braindump: Our AI Ethos – 15 mins

EXPLAIN:

- This is an individual reflection first. Each person will jot down their honest thoughts in a shared document.
- We'll organize ideas into four categories:
 - Do's – what we want to encourage.
 - Don'ts – what we should avoid.
 - Keep in Mind – nuances, reminders, or cautions.
 - Questions & Concerns – anything we're uncertain about or worried may come up.
- Encourage honesty. This is the time to raise doubts as well as share excitement.

DO:

- Share the [link to the doc](#).
- Set a 10-minute timer for participants to write their ideas in the table.
- After writing time, ask participants to take 5 minutes to silently review what others have written, leaving comments, reactions, or clarifying questions.
- Remind them: brevity is fine, just capture the essence of the idea.

	Discussion: Our AI Ethos – 15–20 mins EXPLAIN: • Now we move from brainstorming to discussion. • The goal is not just to surface ideas, but to talk them through, clarify where people agree or disagree, and start moving toward alignment. • By the end of this conversation, we should have a clearer sense of our shared principles for using AI. DO: • Facilitate an open discussion. Invite people to share or expand on their contributions. • ASK guiding questions: ◦ “Which of these do’s and don’ts feel most critical?” ◦ “Where do we see overlap or common threads?” ◦ “What concerns or questions feel unresolved?” • Capture themes and agreements directly in the doc so the group can see them taking shape.
	Activity: Values Statement – 10–15 mins EXPLAIN • With all of our thoughts in one place, we’ll now craft a short values statement that summarizes how we want to use AI as a team. • This statement doesn’t need to be perfect today. Think of it as a first draft: something we’ll polish and carry forward into the playbook. • It should feel authentic, practical, and true to our culture. DO: • Open a blank section in the doc and invite the group to co-write one or two sentences that capture the essence of our principles. • As facilitator, help streamline the language and keep it concise. • Use an AI tool to synthesize everyone’s input into a final value statement. • Read the draft aloud and ask for thumbs-up or final tweaks.
	Transition – 2 mins EXPLAIN: • Summarize Part 2: we’ve surfaced do’s and don’ts, aligned on key principles, and drafted a values statement. • These principles will now become the foundation for something more practical: our AI Playbook. • Next, we’ll break into groups to actually draft the playbook together.

Part 3: Creating Our Playbook – 1 hour

Branded Playbook doc

Intro & Welcome Back – 5 mins

EXPLAIN:

- Welcome back to the final session of the day.
- We’ve looked at where we are now, defined our principles, and now we’ll bring everything together by building EVB’s first **AI Playbook**.
- This playbook will be **a living resource**. Not static, but something we’ll keep updating as tools change and we learn more.
- It will serve as a reference for the team and a way to maintain alignment as AI becomes more integrated into our work.

DO:

- Share that the [working doc](#) has tabs for each of the parts the groups will work on.
- Walk through the four main sections:
 - Our AI values statement (from Part 2).
 - Recommended tools and their primary uses.
 - Tips, Prompts, & Gems
 - High-quality prompts and “gems” we’ve found effective.
 - Ethical guidelines
 - Watch-outs.
 - Open questions / needs from leadership.
- ASK: “Is there anything else we should add before we dive into breakouts?”

Breakout Working Sessions – 15–20 mins

EXPLAIN:

- Each group will be responsible for drafting one section of the playbook.
- They’ll use the discussions from earlier parts of the workshop as their source material.
- The goal: get each section to a strong first draft today.

DO:

- Assign groups to sections.
- Share the playbook doc link and point each group to their tab.
- Set a timer for 20 minutes, extend up to 30 if groups need more time.
- Check in with groups when 5 minutes remain.

Share-Outs and Final Tweaks – 20 mins

EXPLAIN:

	• Each group will share the section they drafted. • As a team, we'll make light edits and ensure the sections feel consistent in tone and aligned in content. • The goal is not to perfect every word, but to leave with a strong draft. DO: • Invite each group to present their section (about 4–5 minutes each). • Capture suggested edits live in the doc. • Confirm any follow-up edits that will need to be made after the session.
	Next Steps – 5 mins EXPLAIN: • We've accomplished a lot: surfaced our current practices, aligned on our values, and created the first draft of an AI Playbook. • This is only the beginning! The playbook is meant to evolve as we experiment and learn more. • The next step will be to assign ownership for refining, finalizing, and maintaining the document. DO: • Confirm who will take responsibility for cleaning up and circulating the draft. • Agree on how often the team will revisit and update the playbook. • Thank everyone for their contributions and close the session on an appreciative note.