Overview

**Leading with Generative AI**

The Leading with Generative AI Café is a short blended learning experience oriented around the concepts and skills found in the Harvard ManageMentor Leading with Generative course. The course will help learners:

* Build your knowledge of gen AI and empower your team to use it to create added value.
* Design gen AI experiments to innovate and solve problems in new ways.
* Craft well-designed prompts and evaluate AI outputs to ensure they are accurate and relevant.
* Recognize and mitigate the risks of gen AI and foster responsible use on your team.

The learning experience has three components:

Part 1: Pre-work (self-paced, individual)

Before the live Café session, participants are encouraged to complete the following assignments:

* Review the following online lessons from the *Harvard ManageMentor Leading with Generative AI* course:
  + Help Your Team Harness Gen AI
  + Experiment and Innovate with Gen AI
  + Guide Gen AI for Better Results
  + Manage Gen AI’s Risks
* Complete the online assessment from the *Harvard ManageMentor Leading with Generative AI* course.

Part 2: Café session (live, group)

The Café session represents the core element of the learning experience. The session provides an opportunity for managers to:

* Exchange ideas and questions with others.
* Discuss the context of how concepts and skills apply in the workplace.
* Practice and begin application of those concepts and skills.
* Build momentum and support for applying the concepts and skills in the workplace.

The Café session focuses specifically on the following concepts and tasks from the *Leading with Generative AI* course:

* Transform your team’s work
* Follow best practices
* Manage risk

Working through the live Café session guide should take approximately 60 minutes. If facilitators prefer a shorter session or wish to spend more time on a specific concept or activity, they may want to cover only those concepts and activities that are most relevant to the group.

| SECTION | ACTIVITY | TIME |
| --- | --- | --- |
| **Introduction** | Show icebreaker question while participants are arriving at the session: What opportunities and challenges does gen AI present for you and your team?   * Introduce facilitators. * Review tips for using technology during the session. * Debrief icebreaker question. * Set context: Gen AI is reshaping industries and transforming how we work. This is naturally stirring up a blend of excitement, anxiety, and uncertainty for many of us. Today, we’re going to talk about what gen AI means for us and how we can leverage it to not only be more efficient, but to transform the way you work and produce even better results. * Review session objectives. | 10 minutes |
| **Skill focus: Transform your team’s work** | * Briefly introduce gen AI and explain how LLMs work. Share these tips for identifying your gen AI vision and bringing it to life:   + Craft a strategy that outlines where AI can add the most impact right now and help your team contribute to broader organizational goals.​   + Help your team see gen AI not as a replacement for existing roles, but as a tool that can amplify their creativity, skills, and influence.​   + Look beyond immediate applications and prepare for future developments, such as anticipating how advancements in AI could enable predictive decision-making, create hyper-personalized user experiences, or unlock new business models that were previously unattainable. * Share how a few different industries are leveraging gen AI to create value for their organizations, clients, and customers. * Discussion question: How is your team currently using and experimenting with gen AI? * Discussion question: How might your team use gen AI in the future to innovate and create value? | 15 minutes |
| **Skill focus: Follow best practices** | Review these strategies for crafting an effective prompt: clearly define the task, provide context, assign a persona, and provide examples.  Facilitate activity: Complete an exercise on strengthening a gen AI prompt. Participants will share suggestions on how to improve a sample prompt.  Facilitate activity: Identify what makes the revised prompt more effective. Participants will share observations on ways the revised prompt is an improvement over the original.  Review best practices for using gen AI effectively: experiment with different uses, be clear and specific in your prompts, evaluate outputs and refine your prompts based on the tool’s responses, and apply your judgment to assess accuracy, relevance, and potential biases.  Two-part discussion question: Can you think of a time when evaluating an AI output carefully led to an important change or improvement? What strategies do you and your team use to assess whether an AI response is reliable? | 17 1/2 minutes |
| **Skill focus: Manage risks** | * Discussion question: What are some of the risks of using gen AI? * Two-part discussion question: Do you or your team have processes to check AI-generated results for accuracy, quality, or bias? If not, what are some processes your team can develop? * Review best practices for using gen AI responsibly: follow organizational policies on gen AI use, safeguard intellectual property and sensitive data, and ensure transparency to maintain trust. * Two-part discussion question: What are you, your team, or the organization doing to safeguard information and ensure transparency? What more can you do to achieve these goals? | 14 1/2 minutes |
| **Applying what you’ve learned** | * Review session objectives and skill areas discussed. * Encourage learners to select a few skills to focus on and make a plan to put ideas into action. * Close the session. | 3 minutes |

Part 3: Application (self-paced, individual)

After the live Café session, participants are encouraged to complete the following assignments:

* Focus on applying and developing a generative AI skill that is particularly relevant. Choose one or more of the skills covered in the Café to focus on.
* Make a plan to put what you’ve learned into action over the next week or two. Schedule time on your calendar so that applying this skill becomes part of your to-do list. Document any results after implementing those strategies. ​
* Complete the online *Harvard ManageMentor Leading with Generative AI* course. The course contains a wealth of additional content, activities, videos, and opportunities to practice your new skills. ​