

Developing an AI Mindset:

a mini workshop

Cultivating an AI mindset means embracing AI not as a black-box tool but as a collaborative partner in your thinking, creativity, and problem-solving. Following these prompts and you'll move from simply interacting with a chat interface to harnessing AI for productivity and finally to co-creating sophisticated artifacts. Each demo builds on the last, guiding you through basic prompts, real-world tasks, and advanced co-creation. Along the way, you'll pick up tips for working human-centered with AI:



A little AI every day goes a long way

- Set up your AI tools environment to make it quick and easy to access AI it should be instant
 - Use Microsoft Edge Browser and built in Copilot
 - Add Chrome extensions for direct access to AI Chats (careful here)
- Start simple and experiment: small prompt tweaks unlock big changes. Remember that context is important. Just like you were talking to an expert - AIs need context.
- Embrace iteration: refine, rerun, and compare outputs across prompts and across AIs Getting in the habit of using different AI's will teach you a lot
- Treat AI as a teammate, a muse, a guide or a critic.
 - Ask questions - any kind of question
 - Challenge suggestions and results – ask for proof or reasoning?
 - Riff on ideas – no better brainstorming partner
- Reflect on the results: what surprised you? What did you expect
- Share your discoveries: learning together amplifies creativity.

Center For Applied AI @2024

AI-101: Foundations

Theme	Prompt / Protocol	Reason
Navigating the Chat Interface	Explore the Gemini/ChatGPT UI: where to type, send, copy, clear, and adjust settings. No prompt—just click through.	Getting comfortable and ensuring you can quickly access the features. Remember, they change and they are a bit different across AIs
Your First Prompt	“Hello AI, please tell me in two sentences what you are and how you can help me today.”	You are not doing a “google search” in AI. You are starting a dialog.
Iterating & Refining	Paste the answer from the previous chat. Then: “Rewrite this as a friendly email introduction to a colleague.”	Demonstrates rapid tone and format shifts—key to understanding how small prompt tweaks drive different outputs.
Data Cleanup in Seconds	Paste a messy CSV table: “Clean up this list—standardize dates to MM/DD/YYYY, fix spelling, remove duplicates.”	Shows AI’s power to tackle tedious formatting tasks, freeing users from manual cleanup and boosting confidence in AI’s utility.
Automatic Outline Generation	“Create a 5-point outline for a short report on ‘Adaptive Leadership in the Age of AI.’”	Highlights structured thinking in seconds, underscoring how AI accelerates planning and organization.
Extracting Text from Images	Upload a photo of a printed paragraph. “Extract the text and summarize its key point in one sentence.”	Introduces multimodal AI: turning any image into editable, summarized text—an eye-opener for non-tech audiences.
Your output Swiss army knife	Turn that into bullet points Output this as an MD file Output this as a .RTF file Just give me a simple text version	An AI chatbot can save you little bits of time and huge amounts of time by just helping you manage conversion and output tasks

Center For Applied AI @2024

Now that you've mastered the basics of logging in, typing prompts, and iterating outputs, we'll shift toward using AI to amplify your everyday productivity.

AI-102: Productivity with AI

Theme	Prompt / Protocol	Reason
Continuing on the Swiss army knife theme	Smart Search and replace "Remove any @ characters from the following text and redisplay. "This is a @bunch of text that @has way @too many @signs"	If you can describe the task, chances are good you can make it work.
Conversational Brainstorm	"Hi Gemini, you're my creative partner. How might we launch a community garden project in our neighborhood?"	Reframes AI as a brainstorming collaborator, not just a tool—essential for cultivating an AI-mindset grounded in partnership.
Search vs. Dialogue	"How is answering 'What's adaptive leadership?' here different from a Google search? Then help me craft a follow-up question."	Makes explicit the dynamic, interactive edge of LLMs over static web results, showing AI's ability to refine understanding on the fly.
Guided Research	Paste a short article. "Summarize the main themes and propose two research questions I should explore next."	Demonstrates on-demand document digestion and insight generation, positioning AI as an active research assistant.
Creative Ideation	"Brainstorm ten unconventional workshop activities to build psychological safety in teams."	Spotlights AI's ideation superpower—spurting novel angles and options that spark fresh thinking in seconds.
Content compare and synthesis	"Compare these two papers and highlight areas of alignment, areas of dispute and areas of potential innovation of regarding these themes"	AI is a pattern matching magician and can find subtle areas of intersection faster and often more effectively than we can.

Center For Applied AI @2024

You've now turbocharged task speed and idea generation. Next, let's embrace AI as a true co-creator—building artifacts together in real time.

AI-103: Co-Creation & Advanced

Theme	Prompt / Protocol	Reason
The super Swiss army knife	“I want you to pull out all of the () characters from the following text. Only remove them if the text they wrap include numbers” Examples: (\$100), (1.2 lbs)	This is definitely a superpower, but you might have to tweak your prompt. You can do that by saying things like “That is not quite right...I want to keep the content but remove the () characters” Always double check the work
Summarize & Reframe	Drop in a dense paragraph. “Convert this into a 5-slide deck outline with bullet points.”	Shows rapid repackaging of complex content into polished, presentation-ready artifacts—ideal for non-designers and communicators alike.
Deep-Dive with NotebookLM	Upload your draft whitepaper. “Map key concepts, show interconnections between leadership models, and highlight any gaps.”	Introduces a specialized research notebook where AI not only answers but structurally organizes and links your own content—an essential partner.
Vibe Coding: Co-author a Web Page	“Generate a simple HTML/CSS snippet for a ‘futuristic startup’ landing page: dark theme, neon accents, minimalist.”	Reveals how AI can partner in technical and artistic tasks, lowering barriers to code and design for non-developers.
Project Scaffold: Whitepaper Blueprint	“Outline a whitepaper on adaptive leadership + AI integration: include sections on co-evolution, psycho-emotional patterns, and next actions.”	Demonstrates high-level project scaffolding—how AI quickly produces an academic-grade framework you can customize and expand.

You've journeyed from stepping into the chat window to co-creating complex projects. Carry forward this progressive approach: start simple, amplify your work, then build boldly with AI as your teammate.

Center For Applied AI
@2024

Chat Agents –links can change, always use caution.

Open AI – Chat GPT

Anthropic - Claude

Microsoft – Copilot (*Chat GPT*) xAI - Grok

Google – Gemini

DeepSeek

Meta

Perplexity*

Mistral –Le Chat

Inception Labs - Mercury

Manus

Qwen

Other AI Tools

Notebook LM (research)

Napkin (text to diagrams)

Together.AI (chat wrapper)

Emergent Mind AI Research Assistant

Google AI Labs (misc)

Microsoft Image Creator (Image and video)

11 Labs (voice)

Illuminate (academic podcasting)

Poe.com (vibe, wrapper, hosting) Bolt.new (vibe development)

Millions more.....

Glossary

- **AI-Mindset**
A collaborative orientation toward AI that sees it as a creative partner and problem-solver, not merely as a tool or search engine.
- **HTML / CSS**
Markup and styling languages used to build and design webpages. AI can generate snippets to accelerate prototyping.
- **Iterative Refinement**
The process of repeatedly tweaking prompts or inputs to guide AI toward a desired output.
- **LLM (Large Language Model)**
A type of AI trained on vast text corpora to generate human-like language, power chatbots, answer questions, and more.
- **Multimodal AI**
Models that understand and generate across multiple data types, such as text, images, and audio.
- **NotebookLM**
A research-oriented interface that lets you upload documents for AI to analyze, map connections, and surface insights.
- **Prompt**
The text or instruction you give an AI model to elicit a response. Crafting better prompts leads to better outputs.
- **Summarization**
The process of condensing longer texts into concise overviews while preserving core meaning.
- **Vibe Coding**
A playful term for using AI to co-generate stylistic code (e.g., themed web pages) that captures a particular “vibe” or aesthetic.

Center For Applied AI
@2024

Practice data