

Integrated generative artificial intelligence for leaders and supervisors: Data-driven leadership and digital transformation

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Kuala Lumpur (Malaysia)

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Introduction

In a rapidly changing business environment, leaders and supervisors face increasing challenges in making strategic decisions, managing teams, and achieving organizational goals efficiently. Generative AI has become a strategic tool that leaders can use to enhance their leadership capabilities, improve decision-making processes, and drive innovation in their organizations.

The course "Integrated Generative AI for Leaders and Supervisors" has been designed to equip leaders and supervisors with the knowledge and skills necessary to understand Generative AI at the strategic level, and how to employ it in improving organizational performance, developing teams, and making data-driven decisions. The course focuses on the strategic and managerial aspects of AI, enabling leaders to lead digital transformation with confidence and effectiveness.

Course Objectives

This course aims to empower leaders and supervisors with an integrated set of strategic skills, summarized in the following objectives:

1. Strategic Understanding of Generative AI: Recognizing the importance of AI in the leadership and management context, and understanding how this technology can transform organizational operations.
2. Assessing Opportunities and Challenges: Enabling leaders to identify opportunities offered by AI in their areas, and understanding associated challenges and risks.
3. AI-Driven Decision Making: Using AI tools in data analysis, trend prediction, and supporting strategic decision-making processes.
4. Leading Smart Teams: Developing skills to lead teams in an AI-enabled environment, and stimulating innovation and creativity among team members.
5. Developing AI Strategy: The ability to create a roadmap for AI adoption in the organization, identifying priorities and required resources.
6. Governance and Ethics: Understanding ethical and legal frameworks for AI use, ensuring compliance and social responsibility.

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A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver, set against a background of concentric circles.

Course Outlines

Level: Strategic Advanced for Management

Duration: 2 Days 8 Training Hours

Target Audience: Supervisors & Leaders

Day 1: Strategic Fundamentals

1.1 Course Opening and Introduction

Topics Covered:

- Welcoming participants and ice-breaking activities
- Reviewing course objectives and expected outcomes for leaders and supervisors
- Defining Generative AI in the leadership context
- The importance of AI in the modern business environment
- Setting expectations and ground rules for participation

1.2 AI in the Leadership Context

Topics Covered:

- AI Evolution and Its Impact on Leadership:
 - How AI has changed the leadership and management landscape
 - From traditional leadership to data-driven leadership
 - The leader's role in the age of AI
- Strategic Opportunities of AI:
 - Improving organizational operational efficiency
 - Enhancing innovation and creativity
 - Improving customer and employee experience
 - Creating sustainable competitive advantages
- Challenges and Risks for Leaders:
 - Resistance to change
 - Risks of over-reliance on technology
 - Data and privacy challenges
 - The organizational skills gap

1.3 Understanding Generative AI and Its Mechanisms

Topics Covered:

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- Traditional AI vs. Generative AI: The difference and how each impacts decisions
- How Generative Models Work: Simplified explanation of how Large Language Models operate
- Generative AI Capabilities in the Administrative Context:
 - Generating reports and analyses
 - Summarizing complex information
 - Analyzing trends and forecasting
 - Supporting strategic decision-making
- Real-World Business Examples: How organizations use Generative AI at the leadership level
- Generative AI Limitations: Understanding what AI can and cannot do in leadership

1.4 Introduction to Gemini as a Leadership Tool

Topics Covered:

- What is Gemini? Overview of Google's advanced model
- Gemini's Strategic Capabilities:
 - Analyzing complex data
 - Generating strategic insights
 - Supporting planning and forecasting
 - Improving communication with teams and customers
- Gemini Use Cases in Leadership and Management:
 - Preparing presentations
 - Analyzing performance reports
 - Supporting strategic planning
 - Developing communication strategies
- Access and Interface: How to use Gemini in the leadership context

1.5 Ethical and Responsible Use of AI

Topics Covered:

- Ethical Frameworks for AI:
 - Principles of responsible AI
 - Transparency and accountability
 - Fairness and non-bias
 - Privacy and data protection
- Organizational AI Governance:
 - Establishing AI use policies
 - Forming ethics and AI committees
 - Ensuring compliance with standards and regulations
 - Managing AI-related risks
- Social Responsibility:
 - AI's impact on employees and society
 - Managing change and communicating with teams
 - Ensuring fair and legitimate use

A graphic of a chessboard with several pawns and a king piece. The king piece is gold and stands prominently on the right side of the board. The pawns are silver and gold. The board is checkered and has a subtle grid pattern.

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1.6 Effective Strategic Prompt Writing

Topics Covered:

- What is a Strategic Prompt? Definition and importance for leaders
- Key Components of an Effective Strategic Prompt:
 - Leadership Role: Defining the strategic consultant role
 - Organizational Context: Providing information about the organization and environment
 - Strategic Task: Specifying what is required precisely
 - Format: How to structure the response
 - Constraints: Strategic considerations and boundaries
- Examples of Good vs. Bad Strategic Prompts
- Advanced Techniques: Managing long interactions with AI

1.7 Practical Exercises in the Leadership Context

Topics Covered:

- Exercise 1: Performance Report Analysis: Writing a prompt to analyze organizational performance reports and identify improvement opportunities
- Exercise 2: Strategic Planning: Creating a prompt to assist in developing a strategic plan to improve performance
- Exercise 3: Forecasting and Foresight: Writing a prompt to predict future trends in a specific sector
- Exercise 4: Communication Improvement: A prompt to suggest a team communication strategy
- Exercise 5: Decision Making: Writing a prompt to analyze strategic options and provide a recommendation
- Group Discussion: Reviewing and evaluating exercise outputs

1.8 Day 1 Summary and Q&A Session

Topics Covered:

- Comprehensive review of Day 1 strategic concepts
- Summary of the leader's role in the age of AI
- Answering participants' questions
- Preview of Day 2's applied content

Day 2: Strategic Applications in Leadership and Management

2.1 Day 1 Recap and Review

Topics Covered:

- Retrieving strategic concepts through interactive discussion
- Reviewing strategic prompt writing techniques
- Addressing any remaining queries

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- Setting the stage for advanced strategic applications

2.2 AI in Strategic Planning

Topics Covered:

- Data Analysis to Support Planning:
 - Using AI to analyze historical data
 - Identifying trends and patterns
 - Predicting future performance
 - Supporting strategic goal setting
- Identifying Opportunities and Risks:
 - Using Gemini to identify market opportunities
 - SWOT analysis Strengths, Weaknesses, Opportunities, Threats
 - Assessing strategic risks
 - Suggesting mitigation strategies
- Developing Strategic Plans:
 - Generating insights on growth strategies
 - Developing executable action plans
 - Identifying Key Performance Indicators KPIs
 - Tracking strategic plan progress

2.3 Practical Exercises in Strategic Planning

Topics Covered:

- Exercise 1: SWOT Analysis: Writing a prompt for Gemini to conduct a SWOT analysis for a business unit or organization
- Exercise 2: Identifying Opportunities: Requesting identification of growth opportunities in the market based on specific data
- Exercise 3: Strategic Plan: Writing a prompt to develop a strategic plan for a new initiative
- Exercise 4: Risk Assessment: Writing a prompt to assess risks of a strategic project and suggest contingency plans
- Exercise 5: Performance Indicators: A prompt to suggest KPIs for measuring the plan's success

2.4 Leading Teams in the Age of AI

Topics Covered:

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- Developing Team AI Skills:
 - Identifying skill gaps
 - Planning training programs
 - Encouraging a culture of continuous learning
 - Building multidisciplinary teams
- Stimulating Innovation and Creativity:
 - Using AI to generate new ideas
 - Encouraging experimentation and creative thinking
 - Supporting continuous improvement initiatives
 - Creating a supportive work environment for innovation
- Managing Change in the AI Environment:
 - Dealing with resistance to change
 - Effective communication about digital transformation
 - Involving the team in the change process
 - Measuring transformation success
- Enhancing Human-Machine Collaboration:
 - Identifying tasks better performed by machines
 - Identifying tasks where humans excel
 - Creating synergy between human and artificial intelligence
 - Building a culture of collaboration

2.5 Performance Measurement and Continuous Improvement

Topics Covered:

- Identifying Key Performance Indicators KPIs:
 - KPIs for AI and digital projects
 - Measuring return on investment
 - Measuring efficiency and productivity improvement
 - Measuring customer and employee satisfaction
- Performance Analysis Using AI:
 - Using Gemini to analyze performance reports
 - Identifying areas for improvement
 - Benchmarking against competitors
 - Generating insights for performance enhancement
- Continuous Improvement and Adaptation:
 - Using AI to suggest improvements
 - Adapting to market and technology changes
 - Developing new strategies based on lessons learned
 - The PDCA Plan-Do-Check-Act improvement cycle supported by AI

2.6 Strategic Applied Workshop

Topics Covered:

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- Workshop Structure:
 - Dividing participants into leadership teams
 - Assigning a real strategic scenario to each team
- Sample Scenarios:
 - Developing a strategic plan to transform an organization using AI
 - Developing a strategy to improve operational efficiency amid market challenges
 - Designing a program for change leadership and AI adoption
 - A plan to develop leadership skills in the digital age
 - Developing a strategy to leverage AI in improving customer experience
- Work Methodology:
 - Using Gemini to analyze the situation
 - Developing a comprehensive strategic plan
 - Identifying priorities and required resources
 - Generating an actionable implementation plan with timeline
 - Presenting governance and management recommendations
- Team Presentations and Discussions:
 - Each team presents their strategic plans
 - Constructive peer and trainer feedback
 - Extracting leadership best practices

2.7 Course Summary, Assessment, and Conclusion

Topics Covered:

- Comprehensive Review: Summarizing all strategic concepts from both days
- Short Quiz: Assessing strategic knowledge
- Course Evaluation Survey: Collecting participant feedback
- Closing Recommendations: Steps for leading in the age of AI
- Certificate Distribution

Conclusion

At the conclusion of this course, leaders and supervisors will have gained a deep strategic understanding of Generative AI and its role in transforming leadership and management. Through mastering Gemini in the strategic context, participants are now equipped to lead digital transformation in their organizations, make data-driven decisions, and develop teams capable of innovation and growth.

Leadership in the age of AI requires strategic vision, courage in embracing change, and a deep understanding of how to integrate technology with human leadership. This course has equipped leaders with the tools and skills necessary to achieve this balance, and to lead their organizations toward a more efficient, innovative, and sustainable future.

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