

## AI IN LEADERSHIP: MANAGING CHANGE AND TRANSFORMATION

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**COURSE LENGTH: 0.5 DAYS**

In a world reshaped by artificial intelligence, modern leaders must adapt, evolve, and lead with insight.

*Using AI in Leadership: Managing Change and Transformation* empowers leaders to harness the potential of AI - especially large language models (LLMs) - as catalysts for meaningful change.

This course begins with a foundational introduction to artificial intelligence and LLMs, breaking down what leaders need to know in plain, practical terms. You'll explore how to use AI tools safely and responsibly, while developing the critical skill of prompt design to get the most from AI-driven insights.

From there, the course shifts into leadership territory—equipping you with the language and mindset to lead transformation with clarity and confidence. Learn how to position AI as a strategic partner, use it to support change initiatives, and take actionable steps to guide your team or organization through a successful transition.

Whether you're an executive, team leader, or change agent, this course provides the tools to integrate AI into your leadership approach and navigate transformation with intelligence and impact.

**\*\*Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

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## AI IN LEADERSHIP: MANAGING CHANGE AND TRANSFORMATION COURSE OUTLINE

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### FOREWORD

We are standing at a pivotal moment in the evolution of leadership. Artificial intelligence is no longer a distant concept—it's here, woven into the fabric of how we communicate, make decisions, and drive results. For leaders, this shift is not just technological; it's transformational.

This course was created for those ready to embrace that transformation.

*Using AI in Leadership: Managing Change and Transformation* is not about turning leaders into data scientists. It's about giving forward-thinking professionals the understanding, tools, and confidence to lead in a world where AI is both a tool and a collaborator. As large language models like ChatGPT become more integrated into the workplace, leaders must learn not just how to use them - but how to use them well, ethically, and strategically.

Throughout this course, you'll explore how to prompt AI effectively, apply it to real-world leadership challenges, and shape change with clarity and confidence. More than that, you'll discover how AI can extend - not replace - your human leadership skills.

This is not the future of leadership. This is leadership now.

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### OUTCOMES

After Completing this course you will know how to:

- Use AI Safely, Ethically and Effectively
- Develop High-Impact Prompts
- Communicate the Language of Change and Transformation
- Apply AI to Real-World Leadership Challenges
- Integrate AI into the Change Management Process
- Lead with Confidence in the AI Era

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### MODULES

#### Lesson 1: My Personality And Time Management

- Using my Awareness of Personality Profiles to Improve my Time Management
- Reflection

#### Lesson 2: How I Currently Use My Time

- What Makes Up My Day?
  - The Glass Jar Analogy (Rocks, Pebbles, Sand, and Water)
  - Where Does My Time Go? Time Audit
- 14 Day Action Challenge: Time Audit
  - Time Log (example)
- Reflection

### Lesson 3: Get It Done - “The Art Of Doing”

- The Myth of Multi-Tasking
- Myths
  - Surprising (and Disturbing) Discoveries:
  - Managing Workflow - the 4 D’s
- Overwhelmed?
  - Are You Using Your Mind as a Collection Point?
- To-Do-List Best Practice
  - 5 Tips for To Do List Best Practice
  - The Amazing Power of Clustering
- Reflection

### Lesson 4: Prioritise Your Time

- The Story of the Mexican Fisherman & the Banker
- Urgent Important Matrix
- The 80/20 Rule
- A.B.C.D.E. Prioritisation
- Ranking My Priorities
  - The Paired Comparison or ✓ (Tick) Method
- Reflection

### Lesson 5: Procrastination – How To Beat It

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- Why We Procrastinate
- Overcoming Procrastination
- Still Can’t Get Started?
  - Eat That Frog!
  - Ready, Fire, Aim!
  - 5 Minute Rule
- Reflection

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### WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)