

Guide: Boosting Staff Engagement with AI Through a 4-5 Person Core Team

Objective

Increase workplace adoption and enthusiasm for AI (ChatGPT) by empowering a small internal team of motivated, cross-functional employees to lead by example, share knowledge, and create a ripple effect of engagement across the organization.

Step 1: Recruit the "AI Enthusiasts Team"

Goal:

Form a 4-5 member team of motivated individuals who will explore, apply, and advocate for AI tools.

Criteria:

- Curious about AI and productivity tools
- Represent different departments (e.g. admin, communications, finance, HR)
- Well-connected or influential among peers
- Willing to test and document their AI experiences

How to Do It:

- Send a Slack or email call-to-action:

“Interested in learning how AI can make your job easier? Join our 5-person team to test and shape how we use AI in our workplace.”

- Use a short interest form: name, role, AI experience level, and one example task they'd like help with
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Step 2: Align on Mission, Roles & Expectations

Goal:

Ensure the team understands their purpose and feels ownership.

Suggested Objectives:

- Pilot AI tools like ChatGPT for daily tasks
- Share successful use cases with colleagues
- Help colleagues experiment and adopt AI
- Gather feedback for leadership

Kickoff Agenda:

- Intro to ChatGPT and AI at work
 - High-potential use cases by department
 - Set usage and sharing goals (e.g. 2 prompts per week)
 - Create a team identity: Slack channel or team name
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Step 3: Equip the Team with Tools and Training

Goal:

Enable quick, confident use of ChatGPT.

Toolkit:

- ChatGPT access
- PDF cheat sheet of prompts (by task)
- 3-minute explainer video: "How I saved 30 mins today with ChatGPT"
- Prompt library (Google Doc or Notion)

Mini Training:

- Prompting basics ("Act as a...", "Summarize this...", etc.)
 - Examples for specific roles
 - Live practice and feedback
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Step 4: Enable Peer Sharing and Social Proof

Goal:

Spread excitement through real, relatable examples.

Sharing Methods:

- Post weekly AI wins in Slack/Teams:
 - “Used ChatGPT to rewrite my report in 5 mins”
 - Quick before/after visuals
 - 30-second AI tip videos
 - Feature: "AI Win of the Week"
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Step 5: Expand by Mentoring Others

Goal:

Empower each team member to mentor 2–3 colleagues.

Suggested Activities:

- Host "AI Office Hours" or 15-min clinics
- Lead a "3 Prompts That Save Time" lunch & learn
- Create simple FAQs and use-case boards

Feedback Loop:

- Monthly sync with management/IT
 - Gather new use cases, blockers, success stories
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Outcome: A Self-Sustaining AI Culture

By week 6–8, you should see: - Wider staff experimentation - Prompt sharing across departments - Positive peer influence over tool adoption - Practical, job-specific uses of ChatGPT

Want More Support?

Ask ChatGPT to help you: - Draft a recruitment message - Create a training agenda - Customize cheat sheets - Design presentation slides for team onboarding