AI SUMMIT PARTICIPANT WORKBOOK

STEAL WITH PRIDE CHECKLIST

Need an AI Summit Participant Workbook? Below you'll find a simple checklist with some of the choices you would need to make to steal with pride our best practice example of an AI Summit participant workbook. Of course, these are just suggestions. Ultimately your participant workbook should be a reflection of the choices you've made during the define phase of your AI Summit process, so please make any additional amendments needed to guide participants.

- [ ] **COVER PAGE**

  Add your AI Summit topic to the cover page.

- [ ] **SUMMIT TASK + OBJECTIVES**

  Amend this copy to reflect the task and objectives you've set for your AI Summit.

- [ ] **SUMMIT AGENDA**

  Update the agenda with the date of your AI Summit and the approximate running times you've mapped out during the define phase based on the number of people you will have present and the activities you want them to complete. You'll also need to update the activities to reflect your objectives.

- [ ] **WHAT IS AN APPRECIATIVE SUMMIT?**

  You can amend this page if you wish but most of this content should be suitable as an overview for any audience.

- [ ] **HOW DOES AN AI SUMMIT WORK?**

  Again you can amend this page if you wish but most of this content should be suitable for any audience.

- [ ] **HOW DO PEOPLE GROW & FLOURISH**

  We find this content helpful for positive education or wellbeing approaches and you can amend it as you wish. Of course, if your AI Summit is not focused on these outcomes then you may want to remove this page entirely or add a different page that provides an overview of the topic on which you're inviting people to explore.

ACTIVITY 1: WHAT'S WORKING WELL

Update the purpose to reflect the summit objectives you've set. The steps should work for any topic. We recommend leaving the time of completion box blank so you can give this guidance on the day based on how you're going for time against your agenda.

The questions will need to be written to reflect your AI Summit topic. Question A is designed to discover what already works in your system and includes a prime to paint the generative picture of possibility and specific questions people can answer (we recommend no more than 7 sub-questions). Question B is designed to help you capture generative phrases or images that may help to build a shared language of what the topic means for your audience.

We keep it simple due to the time available and just have the questions contained in our best practice example. However, if you had a very large group and you wanted different tables to investigate different aspects of your topic you would add additional questions and assign them to different tables - i.e. Tables 1 – 10 answer Question A, tables 11 – 20 answer Question B, tables 21 – 30 answer question C, tables 31 – 40 answer Question D, etc. For examples, of how this can be done.

ACTIVITY 2: WHAT ARE OUR SHARED STRENGTHS?

Update the purpose to reflect the summit objectives you've set. The sequence of steps will work regardless of topic, but some of the instructions detailed within each step will need to be updated to reflect your topic and examples. Again, we recommend leaving the time of completion box blank for flexibility on the day. The self-management and group leadership roles should not need changing. The template heading will need to be updated to reflect your topic. The story-telling tips example should work for any group but feel free to update it if you wish.

If you added additional questions and assigned these by tables be sure to check out the Clarke AI Summit participant guide in your toolkit for additional reporting templates if you need them.

ACTIVITY 3: HOW CAN WE BUILD ON OUR STRENGTHS?

Update the purpose to reflect the summit objectives you've set. The sequence of steps will work regardless of topic, but step 3 will need to be updated to prime the vision and pose the questions that will connect people to the topic of your AI Summit and the shared hopes you want to nudge them towards. Again, we recommend leaving the time of completion box blank for flexibility on the day. The self-management and group leadership roles should not need changing.

ACTIVITY 4: WHAT MIGHT BE POSSIBLE?

Update the purpose to reflect the summit objectives you've set. The sequence of steps will work regardless of topic, but some of the instructions detailed within the steps – particularly 2 and 4 - will need to be updated to reflect your topic and examples. Again, we recommend leaving the time of completion box blank for flexibility on the day. The dream template prompts will need to be updated to reflect your AI Summit topic and objectives.

☐ ACTIVITY 5: HOW MIGHT WE MAKE OUR DREAMS A REALITY?

Update the purpose to reflect the summit objectives you've set. The sequence of steps will work regardless of topic, but the instructions detailed within the steps will need to be updated to reflect your topic and examples. Again, we recommend leaving the time of completion box blank for flexibility on the day. The self-management and group leadership roles should not need changing. The how might we ideas template should not need changing.

☐ ACTIVITY 6: HOW MIGHT THIS IDEA WORK PRACTICALLY?

Update the purpose to reflect the summit objectives you've set. The sequence of steps will work regardless of topic, but some of the instructions detailed within the steps will need to be updated to reflect your topic and examples and the materials you have available on the day. Again, we recommend leaving the time of completion box blank for flexibility on the day. The self-management and group leadership roles should not need changing. The prototype pitch template should not need changing. The prototype review notes should not need changing.

☐ ACTIVITY 7: WHAT WILL HAPPEN NOW?

The purpose should work for any AI Summit topic but you may want to tailor it further. The sequence of steps will work regardless of topic. Again, we recommend leaving the time of completion box blank for flexibility on the day. The self-management and group leadership roles should not need changing. The prototype pitch template should not need changing. The appreciative votes and the next steps template should not need changing.

☐ ACTIVITY 8: WHAT WILL YOU DO TO STEP FORWARD?

Update the purpose to reflect the summit objectives you've set. The sequence of steps will work regardless of topic, but some of the instructions detailed within step 1 will need to be updated to reflect your topic and examples. If time allows we like to finish an AI Summit with people on their feet so they are ready to physically step into the change they've created; however, steps 2 – 5 can be completed sitting at their tables if needed.

☐ OUR HEARTFELT THANKS

Update this page as needed to thank people for the contribution they have made. You are welcome to include our free AI Summit ebook if you wish as a resource or anything else you feel would help participants.