

AHA / FIELD GUIDE

Practical *AI Adoption* for Teams

Help people find value in the work
they already need to do.

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Weekly review

- ☐ Team updates
- ☐ Key wins
- ☐ Roadblocks
- ☐ Next steps
- ☒ Draft looks good

Start with the *actual work.*

When someone already has a full workload, learning AI can feel like another task. Begin by understanding what would make their day easier.



Listen for the friction

Ask where work takes too much effort, what people repeat, and which tasks are hardest to get started. Let their answers shape the first use case.



Work through something useful

Choose a familiar task and work alongside the person. Give them room to ask questions, try an approach, and see what helps.



Help them build judgment

Show how to give context, question an output, and check the result. Confidence grows through supported practice, not just access to a tool.

What this guide draws on

My experience supporting AI adoption in a 17-person procurement team. The practical exercises are reusable examples, adapted for a general audience.

AI felt like *one more thing.*

The team had training to complete and tools available. Some people still did not see how AI would benefit their work or know where to begin.

01 “I’m not sure how this helps me.”

Make the value concrete. Work on an actual task together before asking someone to imagine all the possibilities.

02 “I don’t really know how to use it.”

Walk through the learning process. Explain what you are doing and let the person practice with support.

03 “It gives me wrong information.”

Take the concern seriously. Better instructions can help, but they do not guarantee accuracy. Build review into the task.

Ask before you prescribe

What have you tried? Where did it become frustrating? What would be useful to finish today? These are starting questions, not a script to rush through.

Talk through the week.

A familiar reporting task gave us a practical place to start.



Our team contributes to a weekly business review, sharing achievements, process improvements, cost savings, and other progress. Some people struggled to pull those contributions together.

We worked through a simple approach: keep a dedicated AI conversation and use it to talk through the week. What did you work on? What moved forward? What problem did you help resolve?

For a couple of teammates, discovering they could use their voice instead of typing everything out made a difference. They could talk through their work first, then use AI to help organize it into a draft.

The contribution still came from them.

AI helped them put it into words. That gave people a reason to try it within the work they already had to complete.

Experience recounted by Amanda Harris. Voice input depends on the approved tool or input method available to the user.

Work *alongside the person.*

One-on-one support creates room for questions that may never come up in a group training session.

01 Guide the training

Work through the material together. Explain unfamiliar concepts and connect each lesson to the person's role.

02 Set up relevant context

Help the person describe their responsibilities, audience, preferred format, and boundaries in reusable instructions.

03 Practice on a real task

Let them drive. Discuss what is useful, what is missing, and what they would change in the next prompt.

04 Leave a way to keep going

Save a useful prompt or example and agree on something they can try independently before the next check-in.

What I did with this team

I supported training and Claude Code setup, helped establish role-based instructions, and shared practical tips as we worked. The coaching approach can apply across approved tools.

Turn a brain dump into *a useful draft.*

Use this example for a weekly business review. Speak or type through the week using an approved tool and appropriate work information.

EXAMPLE PROMPT / ADAPT TO YOUR REPORTING FORMAT

Help me prepare my weekly business review contribution. I will talk through what I worked on this week. First, help me identify the achievements, improvements, resolved issues, and next steps in what I share.

Ask one question at a time when something is unclear. Help me distinguish what I personally contributed from what the wider team did.

Then draft concise entries using: what happened, my contribution, why it matters, and the supporting evidence. Use only the facts I provide. Do not invent savings, outcomes, dates, or numbers. Flag anything that needs confirmation.

Before you use the draft

Check every claim against your records. Correct the ownership, status, and numbers. Remove anything unsuitable for the audience, then edit the wording so it sounds like you.

Give context. Then *check the work*.

Prompting is a skill people can develop. Pair it with a clear understanding of what requires verification and human judgment.



Explain the task

Describe the purpose, audience, relevant facts, desired format, and limits. Reusable role instructions can provide a starting point.



Examine the response

Look for missing context, unsupported claims, and errors. Ask for clarification and check the underlying records rather than trusting confident wording.



Keep responsibility clear

For contract terms, use AI to surface questions for qualified review. The person responsible for the decision still needs to assess the source material.

Make information boundaries part of the habit

Use employer-approved tools and follow the rules for work information. Carry only appropriate details into saved conversations and shared prompts.

Give people a way to *keep learning*.

A first useful experience is a beginning. Make it easy to return with a question and share an approach that helped.



Recurring office hours

I offered Monday office hours on different AI topics. A recurring space gives people somewhere to work through questions as they start trying more.



A growing prompt bank

I began compiling prompts for typical use cases. Include the purpose, the context someone needs to add, and the checks to perform on the output.



Examples from the work

I saw team members use AI for research, surfacing concerns in contract terms, and compiling reports and presentation drafts. These were observed uses, not measured productivity gains.

Keep shared examples practical

Invite people to explain what they tried, what needed correction, and what someone else should know before reusing it.

Be clear about *what changed.*

Completion, initial use, confidence, and business impact answer different questions. Keep those distinctions visible.

17

team members

100%

training completion

Teamwide

initial adoption

What I observed

People became more confident in prompting and more willing to try AI in their work. The weekly-review example showed how a different way of interacting with the tool could help people get started.

What these results do not establish

Training completion and initial adoption do not prove sustained use or time savings. This account does not claim a measured productivity increase.

What I would check next

Whether people keep using the approach, the quality of the final work, and any change in time or rework compared with a clear starting point.

Design a first *useful experience.*

Choose one person or a small group, one recurring task, and a practical opportunity to work through it together.

The task people already need to finish

Where is the friction, and what would a useful result look like?

The support they need

Who will coach, what context will help, and where can questions go?

The review before the output is used

Which facts, decisions, and information boundaries need checking?

The evidence to revisit

What will you observe, when will you review it, and who will follow up?

Start small enough to support the person. Learn from the work, then decide what to expand.