Leading with AI

Productivity, Responsibility, and Real-World Use of **M365 Copilot**

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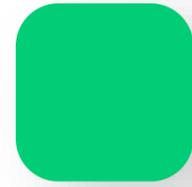**TEAM OF TEAMS**
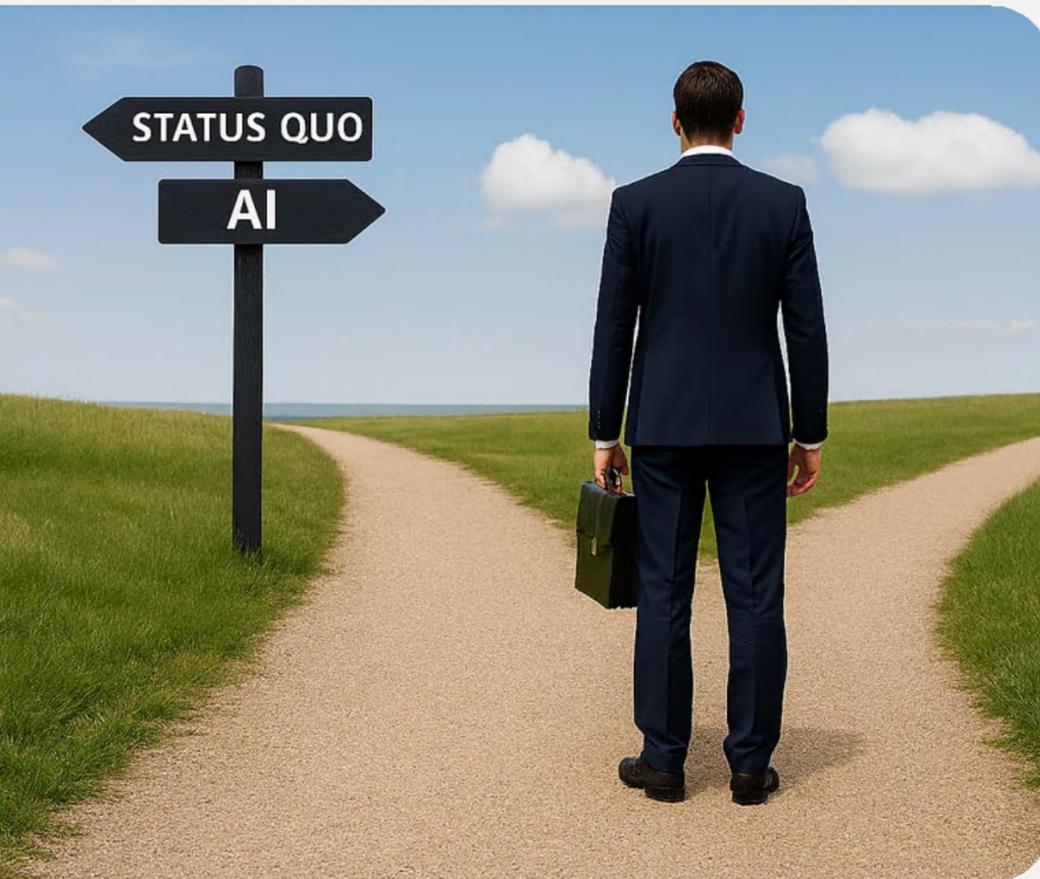
A Leadership Moment

AI Isn't Coming - It's Already Here.

This is a **leadership** capability, not just technology

Our job: guide adoption, model responsible use, **unlock value**

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When it comes to AI, we are **"Open For Business"**

If you have an idea, we have a way to submit it for review & prioritization

Look for a **"Leadership AI Starter Kit"** email coming to your inbox soon

But...

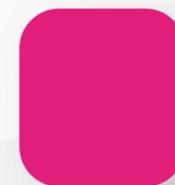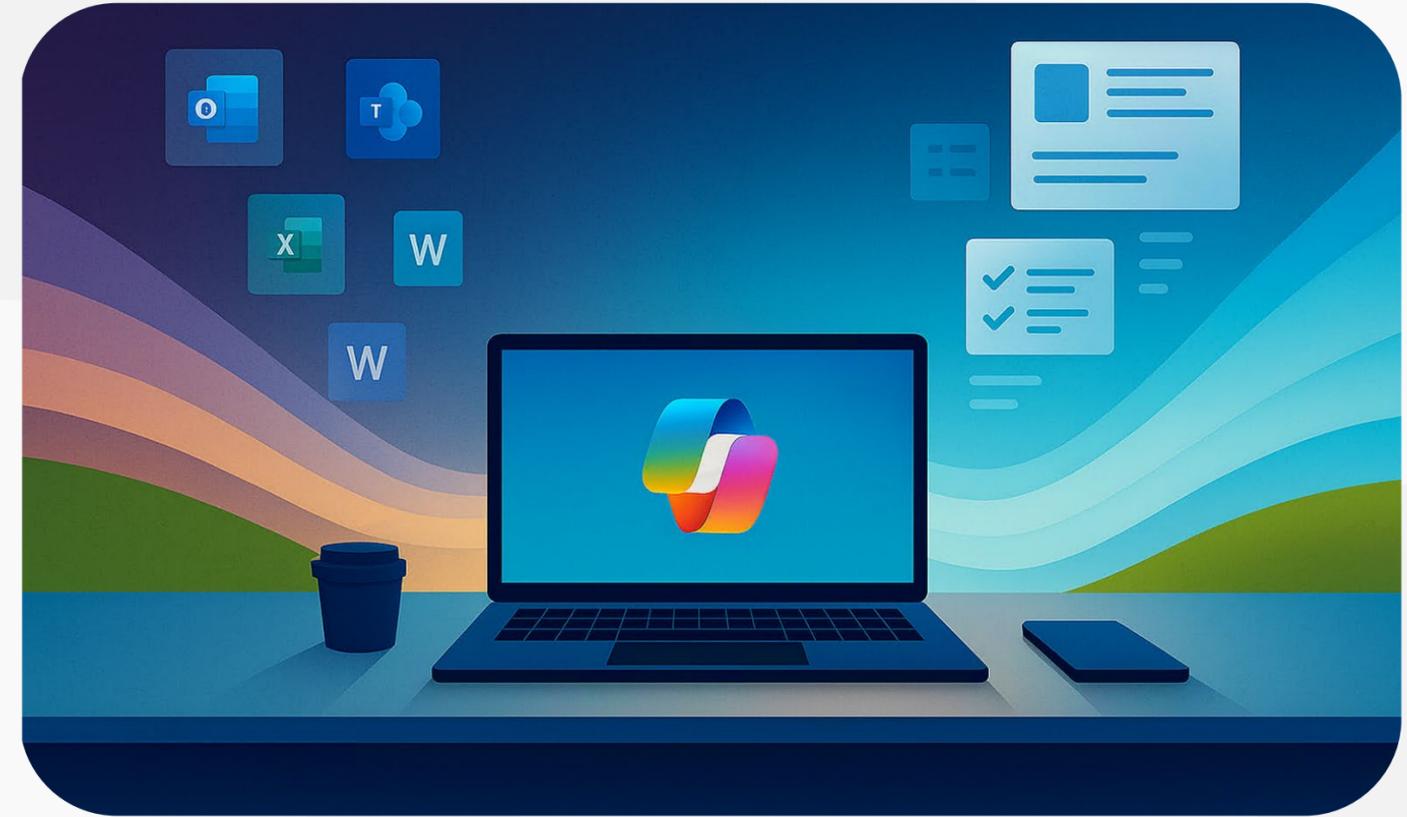*not everything needs to go through intake…*

The **AI** Intake Process (For **Bigger** Ideas)

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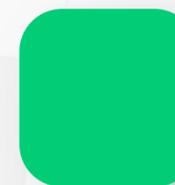TEAM OF TEAMS

What You Can Do **Today**

M365 Copilot is ready to be used. You can use it today on the web, or in Word, Outlook, Teams, Excel, and PowerPoint.

This is about **Empowerment.** It is <u>not</u> cheating!

Start Small
Start with your own meetings, emails, reports
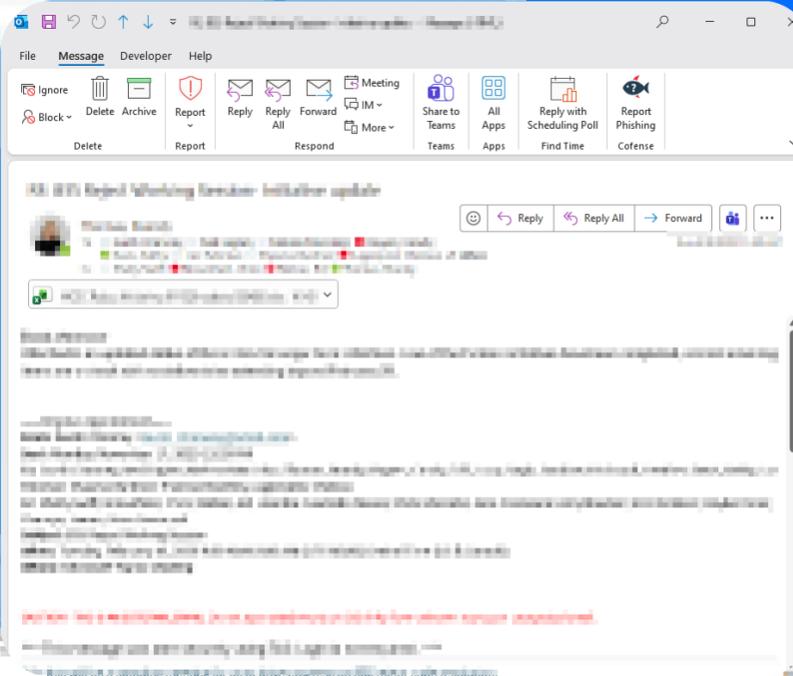
Small Wins turn into **Big Momentum**

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The **Problem**
We All Know
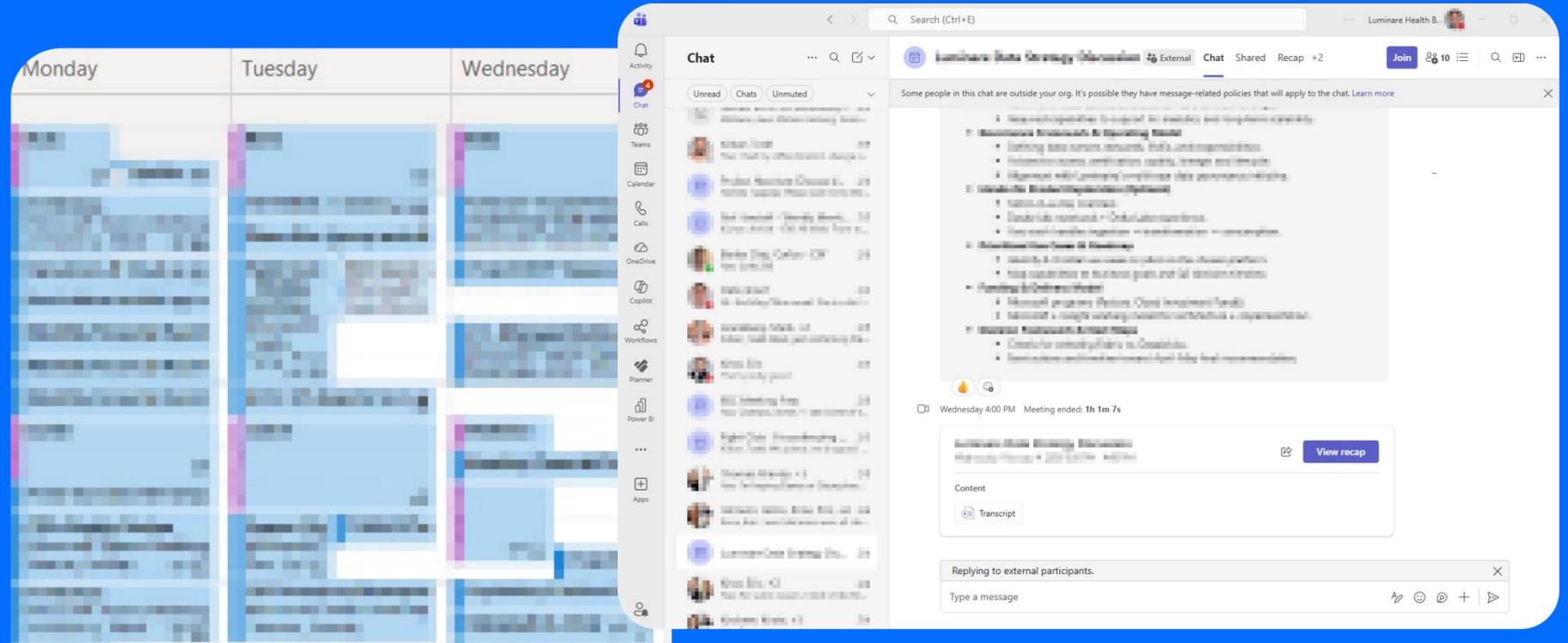
This is what leadership looks like on a Tuesday

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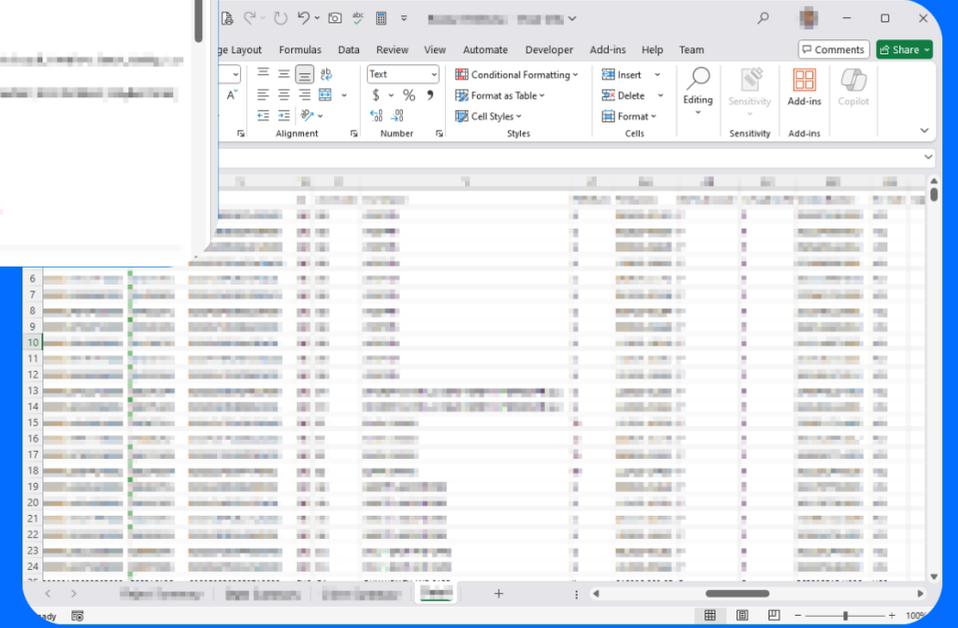
Copilot's First Try (Basic **Prompt**)

Live demo:
"Summarize this meeting and email thread"

Result:
This is a start… but not leadership-grade

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The **Power** of the **Prompt**

The **quality of the output** depends on the **clarity of the input**.

Using the meeting recap, related email threads, and any referenced documents:

Create an executive-level action summary that includes:

- A concise overview of the topic or discussion
- Key decisions that were made
- Open questions or unresolved items
- Action items with owners and suggested next steps
- Any risks, blockers, or dependencies leaders should be aware of

Then draft a short, professional follow-up email I can send to stakeholders that:

- Summarizes the outcome
- Highlights next steps
- Clearly communicates accountability

Use a clear, neutral tone appropriate for senior leadership.

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Leverage

The clearer you are, the **more value** you get back.

30 secs of clarity → 30 mins of output

Repeatable

A strong prompt is **reusable**. You build it once, then use it repeatedly. It also has a Goal, Source, Context, and Format.

Teachable

Prompts are teachable. Once you master a good one, you can **coach your team** (and peers) to use it too.

Your guidance determines AI value.
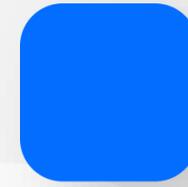
*This is how we **lead** with AI, not just use it.*

Prompting Is a Leadership **Skill**

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Save What Works
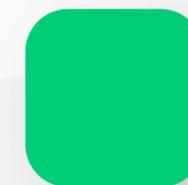Save your prompts in your **Prompt Library**

From Prompt to Practice

Make AI part of your workflow, not an event. Build the **habits** that build **momentum**. The more you use it, the more **valuable** it becomes

Start Small
Start Now

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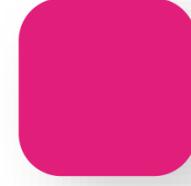
Responsible Use - AI Gone Wrong

Short Story

Copilot made a wrong assumption. ("Hallucination")

Why It Happened

Vague Input. No Review.

What We Do

Clear Prompts. Review Outputs. Own Final Product.

Copilot Assists. You **Decide.**

Copilot is **confident**. Even when it's wrong. It tries to be helpful, **not necessarily correct**, which is why **your judgment always matters**.

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Wrap-up

- **Start Small – Start Now**
- Challenge
  - Open and Use Copilot
  - Create and Save One Prompt.
  - Share an AI Story With Someone
- Leadership AI Starter Kit email

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Q & A

The more intentionally we **use AI**, the more **value** we unlock. Your **leadership** will shape how this capability **grows** across Luminare Health.

Q & A

"How does all this AI stuff work?"

"I hear a lot about AI Agents, what are they?"

"Are you worried about AI replacing you or your team?"

"Have you built an App using AI?"

"Are LH Software Developers using AI?"

"Has LH built anything that uses AI inside an app?"

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Thank You.