



AI Training

DATE ISSUED

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 **Lead with AI**

This Certifies That

Alison Richardson

Has Demonstrated Practical Expertise By Implementing
A Minimum Of Four AI Assistants.

Hereby Recognized As A
Qualified AI Leader

CONDUCTED BY

Phil Kirschner

TRANSFORMATION PARTNER, LEAD WITH AI



ChatGPT (Project)

SPACE TRACKER

FACULTY & STAFF SPACE
MANAGEMENT ASSISTANT

Collects space location data, populates floor plans, and updates records quarterly.

KEY SUPPORT

- Collects and validates space information
- Populates and labels department floor plans
- Tracks moves, vacancies, and changes
- Generates quarterly update reports

HOW AI HELPS

- Extracts and organizes data from emails, forms, and spreadsheets
- Automates data mapping to floor plans
- Flags inconsistencies and missing info
- Creates visuals and summaries quickly



ESTIMATED TIME SAVED
4-6 hours per quarter



Zapier

CREATIVE ASSISTANT

PRESENTATION & VISUAL
DESIGN ASSISTANT

Supports the creation of engaging, visually compelling presentations, infographics, and visual content.

KEY SUPPORT

- Designs PowerPoint presentations
- Creates infographics, timelines, & charts
- Develops visual summaries & one-pagers
- Ensures visual consistency & branding

HOW AI HELPS

- Structures and drafts slide content
- Generates professional visuals
- Suggests layouts, icons, and color schemes
- Condenses complex information into visuals



ESTIMATED TIME SAVED
4-8 hours per project



ChatGPT (Project)

MEETING INTELLIGENCE

LEADERSHIP MEETING ASSISTANT

Turns meeting notes into actionable summaries with decisions, owners, deadlines, and follow-up steps.

KEY SUPPORT

- Summarizes meetings with key takeaways
- Extracts decisions, risks & action items
- Assigns owners and deadlines
- Tracks progress & follow-up



ESTIMATED TIME SAVED
30-60 minutes per meeting



Google Gemini
(Custom Gem)

EXECUTIVE EDITOR

LEADERSHIP COMMUNICATIONS
ASSISTANT

Transforms emails, announcements, newsletters, and meeting summaries into clear, professional messaging.

KEY SUPPORT

- Drafts & edits emails and announcements
- Creates staff newsletters & updates
- Produces meeting syntheses
- Tailors tone for diverse audiences



ESTIMATED TIME SAVED
60-70% of writing time



ChatGPT (Project)

OPERATIONS OPTIMIZER

WORKFLOW & PROCESS
AUTOMATION ASSISTANT

Identifies repetitive work and builds AI-powered workflows to improve efficiency and consistency.

KEY SUPPORT

- Maps & analyzes administrative processes
- Identifies automation opportunities
- Creates SOPs and templates
- Builds reusable prompts & workflows

HOW AI HELPS

- Analyzes current processes
- Recommends automation tools
- Creates step-by-step guides



ESTIMATED TIME SAVED
1-3 hours per day



ChatGPT (Project)

CHANGE MANAGEMENT COACH

AI ADOPTION & TRAINING ASSISTANT

Supports AI adoption through training materials, implementation planning, and change management.

KEY SUPPORT

- Develops AI adoption & communication plans
- Creates training materials & guides
- Anticipates challenges & resistance
- Recommends change management strategies



ESTIMATED IMPACT
Accelerates adoption and builds
confidence across teams.



Alison Richardson
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