Facilitation Guide: Leveraging AI Effectively

Officer/Adviser Use Only

Intended Use	Chapter workshops, chapter meetings, leadership development sessions, or conference breakouts
Recommended Length	60 minutes

This facilitation guide helps chapter officers and advisers prepare, pace, and adapt the workshop. The slide deck contains the full presentation notes, examples, activities, and answer explanations. *This guide should be used as a quick delivery reference rather than a script.*

Purpose of This Workshop

This workshop is designed to help members use generative AI more effectively and responsibly.

Participants should leave able to:

- give AI clear context and direction,
- improve responses through follow-up prompts,
- verify important information,
- recognize privacy, bias, and accountability concerns,
- and retain responsibility for the final result.

The workshop's central message is:

Direct it. Collaborate with it. Verify it. Own the result.

This is an introductory AI literacy and prompt-engineering workshop. It is not comprehensive technical training or instruction on a specific AI platform.

Intended Audience

This workshop is appropriate for:

- members who have little or no AI experience,
- members who already use AI but want to improve their approach,
- chapter officers,
- advisers,
- and mixed-experience groups.

No technical background is required.

Materials Included

1) **Slide Deck**
   Core instructional content and speaker notes.
2) **Member Activity Worksheet**
   Used by participants to follow the workshop and complete activities.
3) **Member Activity Worksheet Answer Key**
   Officer and adviser reference only.
4) **Facilitation Guide**
   Officer and adviser reference for preparation, pacing, and adaptation.
5) **Data Collection Form**
   Used to collect feedback and improve future workshops.

Recommended Format

Total time	60 minutes	Participants do not need access to an AI platform. They can write and improve prompts using the worksheet.
Setting	Chapter meeting, after-school session, officer training, or conference workshop	
Participant format	Individual work or partners	
Technology	Optional for participants	

Before the Workshop

1) Review the slides and presentation notes.
2) Review the worksheet and answer key.
3) Test the presentation and survey QR code.
4) Prepare worksheets and writing materials.
5) Decide whether participants will work independently or in pairs.
6) Confirm the workshop end time.

Suggested Pacing

Section	Time
Welcome and agenda	3 minutes
Understanding AI	10–12 minutes
Use AI Effectively	28–35 minutes
Use AI Responsibly	8–10 minutes
Applying AI	5–7 minutes
Survey and closing	3 minutes

1) Understanding AI

Slides: 4–11
Suggested Time: 10–12 minutes

Goal

Establish what generative AI is, why AI literacy matters, and why AI should support rather than replace human thinking.

Facilitation Guidance

Begin with the two-response comparison. Give participants 1–2 minutes to discuss with a partner, then take two or three responses.

Emphasize that Response A sounds confident but uses unsupported evidence, while Response B acknowledges uncertainty, recommends testing, and leaves the decision with chapter leaders.

Keep the explanation of generative AI simple. Participants only need to understand that it generates content from patterns and can produce convincing but incorrect information.

Use the remaining slides to reinforce:

- confidence is not proof of accuracy,
- AI literacy includes questioning and verifying,
- and AI can support work before, during, and after a task.

Main Takeaways	• AI can be useful and still be wrong. • AI literacy includes both using and evaluating AI. • AI should strengthen the user's process, not replace it
Avoid	• Long technical explanations • Extended debate over whether AI is "good" or "bad" • Spending too much time on the AI literacy statistic

2) Use AI Effectively

Slides: 12–28
Suggested Time: 28–35 minutes

Goal

Teach participants how to provide clear direction, apply the PRECISION framework, improve responses through iteration, and remain responsible for the result. Participants will develop familiarity with prompt engineering in this section of the workshop.

This is the main instructional section of the workshop.

Facilitation Guidance

Basic User vs. Effective Collaborator

Focus on the overall contrast rather than reading every bullet.

An effective collaborator:

- defines a clear outcome,
- provides relevant context,
- asks follow-up questions,
- verifies the response,
- and owns the final result.

PRECISION Framework

Introduce the full framework briefly. Do not expect participants to memorize every element.

Emphasize that PRECISION is modular. The starting point is:

- **Persona**
- **Reason or Context**
- **Instructions or Task**

Use the memory phrase: Who are you? What is happening? What should you do?

Then explain that additional elements should be added only when the task requires them.

Prompt Types

Use the four levels:

1. Everyday prompt
2. Context-specific task
3. Important deliverable
4. Complex or high-stakes task

Reinforce: The goal is not the longest prompt. It is the right amount of direction for the task.

Activity #3: Identify the Prompts

Participants identify each prompt type and the PRECISION elements being used.

A quick option is finger voting:

- 1 finger: Everyday
- 2 fingers: Context-specific
- 3 fingers: Important deliverable
- 4 fingers: Complex or high-stakes

When reviewing answers, focus on the progression:

- Prompt A uses the core elements.
- Prompt B adds relevant information.
- Prompt C adds constraints and structure.
- Prompt D adds progression, verification, and human oversight.

Do not read every answer bullet aloud.

Study Schedule Example

Use the example to show:

- a starting prompt,
- an improved prompt,
- a follow-up prompt,
- what must be verified,
- and what remains the user's responsibility.

Activity #4: Build and Improve a Prompt

Give participants 7–10 minutes.

They should create a P + R + I prompt and an improved or follow-up prompt.
They should identify what must be verified and what they remain responsible for.

As participants work, circulate and ask guiding questions such as:

- What context is missing?
- What constraint would help?
- What should the follow-up ask?
- What must be checked?
- What decision still belongs to you?

Invite two or three participants to share if time permits.

Main Takeaways	• Effective AI use is collaborative, not one-and-done. • P + R + I is a reliable starting point. • Prompt detail should match the task. • Follow-up prompts improve the process. • Human evaluation and responsibility remain essential.
Avoid	• Treating longer prompts as automatically better • Spending too long on answer-key slides • Allowing Activity #3 to reduce time for Activity #4

3) Use AI Responsibly

Slides: 29–34
Suggested Time: 8–10 minutes

Goal

Help participants evaluate AI use through permission, privacy, honesty, verification, fairness, and human judgment.

Facilitation Guidance

Introduce the four questions:

- Is AI allowed?
- Am I protecting sensitive information?
- Am I being transparent about my AI use?
- Can I explain and defend the final result?

Then teach the review process:

1. Verify the claims
2. Question the assumptions
3. Evaluate the impact
4. Decide with human judgment

Activity #5: Spot the Problem

Give participants 30–45 seconds to identify one concern with the hiring prompt.

Take two or three responses. Common concerns are listed on the answers slide.

When comparing the original and improved prompts, ask:

What changed about the role of AI?

The intended conclusion participants should reach is that AI moved from decision-maker to support tool.

Main Takeaways	• Responsible AI use begins before submitting a prompt. • Important claims and assumptions must be checked. • AI should not replace accountable human decision-making. • Strong prompts include boundaries, not just detail.
Avoid	• Turning the section into a long policy discussion • Framing responsible use as simply avoiding AI

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4) Applying AI

Slides: 35–38
Suggested Time: 5–7 minutes

Goal

Help participants connect the workshop to FBLA, school, work, and everyday life.

Facilitation Guidance

Before showing the prepared examples, ask:

Where could AI help you without replacing the thinking you still need to do?

Give participants 30–60 seconds to think or discuss. Take two or three responses.

Connect their ideas to the examples on the slides.

FBLA Applications

AI can support:

- competitive-event preparation,
- chapter planning,
- communication,
- organization,
- and review.

Everyday Applications

AI can support:

- learning,
- scheduling,
- writing,
- interview preparation,
- comparing options,
- and challenging assumptions.

Keep this section brief. Its purpose is to help participants transfer what they learned.

Main Takeaway	Use AI to expand your thinking, not outsource it.

What This Workshop Covers

- Basic generative AI literacy
- Effective prompting
- The PRECISION prompt framework
- Prompt revision and follow-up
- Verification and accountability
- Privacy, bias, and responsible use
- Applications in FBLA and everyday life

What This Workshop Does Not Cover

- Training on a specific AI platform
- Advanced technical AI concepts
- Coding or model development
- Tool-by-tool comparisons
- Interpretation of specific school AI policies
- Personalized legal, financial, or academic advice

Questions involving a specific policy or high-stakes decision should be referred to the appropriate adviser, teacher, administrator, or qualified professional.

Adapting the Workshop

Officers may:

- shorten discussions,
- reduce participant share-outs,
- use partners instead of whole-group discussion,
- extend the main prompt activity,
- or divide the workshop into two sessions.

Sample Two-Session Format

Session #1: Understanding and Prompting

- Understanding AI
- Basic user vs. effective collaborator
- PRECISION
- P + R + I
- Activity #3

Session #2: Practice and Responsibility

- Study schedule example
- Activity #4
- Responsible-use framework
- Hiring example
- Applications

When adapting, keep the key purpose intact: Participants should learn how to direct AI, improve its responses, verify the result, and remain accountable.

The worksheet may need to be adjusted if the slide order changes.

If Time's Running Short

Shorten:

- Activity #2 discussion
- Activity #3 answer explanations
- Activity #4 sharing
- Activity #6 discussion

Preserve:

- P + R + I
- PRECISION modularity
- Activity #4 work time
- Responsible-use framework
- Survey

Follow-Up Suggestions

After the workshop, chapters may:

- hold a prompt-practice session,
- apply PRECISION to officer tasks,
- simulate competitive-event judges,
- review school or district AI expectations,
- or revise prompts members already use.

This workshop is intended to provide a foundation, not replace continued practice.

Quick Facilitator Checklist

Before

- Review slides and notes
- Review worksheet and answer key
- Test the QR code
- Prepare materials
- Confirm the end time

During

- Keep discussions timed
- Take only a few responses
- Avoid reading slides word for word
- Protect time for Activity #4
- Reinforce verification and responsibility
- Leave time for the survey

Closing

Ask participants to complete the Data Collection Form using the QR code or link.

Explain that their feedback will help improve this workshop and future Washington FBLA resources.

Data Collection Form: https://forms.gle/dybm9XoetyKBeLN87

Close with: Direct the AI clearly. Collaborate through revision. Verify what matters. Own the final result.