



Beyond the Sparkle

Participant Workbook

Finding AI's Real Value at Work

This workbook helps you move from a broad job responsibility to a clearly defined AI-supported project. Use it during the session, then return to it when you are ready to build and test a reusable skill in your own work.

PARTICIPANT

INSTITUTION OR ORGANIZATION

ONE WORK CHALLENGE I WANT TO EXPLORE

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Responsible AI Use

Use these guardrails throughout every activity in this workbook.

Guardrail	What it means in practice
Protect	Use approved tools and keep student, employee, and institutional data secure.
Verify	Check requirements, dates, calculations, links, and institutional guidance before use.
Disclose	Follow your institution’s expectations for transparency and documentation.
Own	People remain responsible for decisions, approvals, and communications.

My institutional guardrails

- ☐ I know which AI tools my institution has approved.
- ☐ I know what information I may enter into those tools.
- ☐ I know which outputs require review or approval.
- ☐ I know where to find current institutional and federal guidance.

A POLICY OR PRACTICE I NEED TO CONFIRM

Human accountability

A DECISION IN MY WORK THAT SHOULD REMAIN HUMAN LED

Job Decomposition Canvas

Choose one responsibility and describe the work in observable, checkable terms.

BROAD RESPONSIBILITY

Element	Question	My notes
Trigger	What starts the work?	
Input	What information is received?	
Action	What does the employee actually do?	
Decision	Where does judgment occur?	
Output	What gets created or communicated?	
Risk	What could go wrong?	
Human role	What needs review or approval?	

THE SMALLEST USEFUL UNIT OF WORK I IDENTIFIED

Observable Actions Worksheet

Begin each action with a concrete verb. Decompose again if someone could not observe or check it.

Step	Observable action	Input used	Decision or judgment	Output
1				
2				
3				
4				
5				
6				
7				
8				

FAFSA inquiry example

Receive the question. Identify what the student is asking. Review the supplied information. Identify what is missing. Locate approved guidance. Draft a response. Check accuracy and clarity. Send, document, or escalate according to local practice.

WHERE DID I USE A BROAD LABEL INSTEAD OF AN OBSERVABLE ACTION

AI Opportunity Filter

Use this page to decide whether the task offers a sensible place to begin.

Question	Low	Medium	High	Notes
How often does the task repeat?	☐	☐	☐	
How clearly can I define the inputs and output?	☐	☐	☐	
How serious is the risk if the output is wrong?	☐	☐	☐	
How much professional judgment does it require?	☐	☐	☐	
How easily can a person verify the output?	☐	☐	☐	

What role should AI play

- ☐ Draft or reformat content
- ☐ Organize supplied information
- ☐ Create a checklist or project plan
- ☐ Adapt approved content for a defined audience
- ☐ Review tone, clarity, completeness, or consistency
- ☐ No AI role is appropriate for this task

MY CONCLUSION AND WHY

FAFSA Completion Project Map

Connect the individual tools to one shared outcome.

Project element	Working definition
Goal	
Audience	
Activities	
Required inputs	
Outputs	
Owners	
Measures [VALIDATE]	

Connected workstreams

Workstream	What must happen	Possible AI support	Human owner
Event planning			
Communication			
Partner coordination			
Educational content			
Follow up			
Evaluation			

Skill Builder FAFSA Night Event Planner

Design a reusable process that turns approved event information into a complete planning package.

Purpose and user

WHO WILL USE THIS SKILL AND WHAT PROBLEM WILL IT SOLVE

Required input	Available	Source or owner
Event date and location	☐	
Audience and capacity	☐	
Available staff	☐	
Campus or community partners	☐	
Institutional deadlines	☐	
Approved guidance and resources	☐	

Expected outputs

- ☐ Planning timeline and owners
- ☐ Staff assignments
- ☐ Supply and technology checklist
- ☐ Agenda and participant instructions
- ☐ Follow up plan and risk checklist

WHAT THE SKILL MUST NEVER INVENT OR DECIDE

Skill Builder Email Communication Generator

Create coordinated drafts while preserving approved facts and human review.

Message	Audience	Desired action	Send date	Owner
Initial invitation				
Family invitation				
Registration confirmation				
Preparation reminder				
Day before reminder				
Missed event follow up				
Completion reminder				

Required quality checks

- ☐ The message uses plain language and one clear action.
- ☐ Dates, locations, deadlines, and links match approved sources.
- ☐ The message makes no promise of eligibility or aid.
- ☐ The draft contains no sensitive student information.
- ☐ The skill flags missing or conflicting information.
- ☐ A named staff member reviews the message before use.

tone and accessibility expectations

Skill Instruction Draft

Write the instructions another person could use without relying on what is in your head.

ROLE

You are a _____.

PURPOSE

Your task is to _____.

APPROVED SOURCES

PROCESS

1. _____
2. _____
3. _____
4. _____
5. _____

REQUIRED OUTPUT FORMAT

BOUNDARIES AND ESCALATION RULES

FINAL HUMAN REVIEW

Test and Refine

A useful skill behaves appropriately when information is complete, missing, or risky.

Test	What I supplied	What should happen	Result	Revision needed
Standard case			☐ Pass ☐ Revise	
Missing information			☐ Pass ☐ Revise	
High risk request			☐ Pass ☐ Revise	
Conflicting guidance			☐ Pass ☐ Revise	

Output review

- ☐ The output uses only the approved information supplied.
- ☐ The skill identifies missing or conflicting information.
- ☐ The output is accurate, complete, and usable.
- ☐ The skill refuses or escalates work outside its boundaries.
- ☐ Human review is visible and practical.

THE MOST IMPORTANT INSTRUCTION I NEED TO REVISE

My Next Step

Choose one narrow, useful action you can complete after the session.

RESPONSIBILITY I WILL DECOMPOSE

TASK I WILL EVALUATE FOR AI SUPPORT

PROJECT OR SKILL I WILL PROTOTYPE

Commitment	My response
First action	
Person I need to involve	
Resource or policy I need	
How I will test it	
Target date	

Final reflection

WHERE COULD AI HELP MY HUMAN EXPERTISE SHINE BRIGHTER

♦ Break down the work ♦ Build narrowly ♦ Test carefully ♦