

Quick Practice 1:

Task: Open ChatGPT or Claude. Enable "Thinking" or "Reasoning" mode. Pick one prompt and try it.

- **Option A :** We are considering a partnership with a major tech firm (e.g., Google or Microsoft) to co-deliver an executive program. Help me brainstorm the top 3 potential value propositions for *them* and identify the top 3 risks for *us*.
- **Option B :** I'm considering launching a new executive program focused on AI governance and ethics. Help me think through whether this is a good strategic move. Consider: market demand, competitive landscape, our organization's strengths, and potential risks. Think step by step

Quick practice 2:

Task: Open an AI Canvas tool (like Gemini Canvas). Your task: Draft a compelling "Welcome Letter" for participants of your new executive program.

1. Prompt: "Write a warm, professional welcome letter from the Program Director for the 'Strategic Digital Transformation' executive program. It should inspire them, outline the journey ahead, and make them feel exclusive."
2. Edit: Now, practice editing. Highlight the sentence about the "journey" and ask the AI to: "Make this more action-oriented and mention the capstone project specifically."
3. Refine: Change the tone: "Now, make the entire letter slightly more conversational and less formal."

DEBRIEF: Whose letter transformed completely? This is about co-creation, not just delegation.

Quick practice 3:

PROMPT: Search the web for the top 3 executive education programs focused on AI ethics launched in the past 12 months. Give me their names, institutions, duration, and price points

Quick practice 4:

Prompt : Conduct deep research on the market opportunity for a C-suite executive program focused on AI governance and ethics. I need to understand: current market demand, existing competitors, emerging trends in AI regulation, and what executive education leaders say are their top priorities for 2025-2026. Compile this into a structured report

Quick practice 5:

Prompt : Here is the website of my executive education center : --

I need to create a 90-day social media content calendar promoting our spring executive education programs. Research trending topics in executive education, identify our key programs, draft post ideas for LinkedIn and Twitter, and organize them by week with suggested hashtags.

Let's set it up to save you hours in the future:

How to set it up:

In ChatGPT: Settings → Personalization | Memory In Claude: It's automatic if you have a Pro account

What to add to memory:

- Your role and organization
- Your communication style preferences
- Recurring tasks or projects
- Key stakeholders you work with
- Brand voice and guidelines

Pro Tip: Spend 10 minutes setting this up once. It'll save you hours of re-explaining context.