

AI TEAM CONVERSATION STARTER

A 10-Min Guide to Normalize AI Experimentation and Shared Learning

PURPOSE

This short conversation helps teams normalize trying AI, talk openly about what they're learning, and agree on one simple way to keep learning together. The goal is not to make decisions or evaluate performance, but to create a safe, shared learning loop as AI use evolves.

Use this guide in a regular team meeting, check-in, or huddle when your team is beginning to explore AI or wants to be more intentional about how it's used.

10-MINUTE CONVERSATION AGENDA

1 Minute | Set the Tone

Leader Open: "AI is starting to show up more in our work, and we're all experimenting in different ways. I don't expect anyone to have it figured out, but I also don't want us figuring it out in silence. I'd like us to have brief check-ins from time to time to share what we're trying and what we're learning—no right answers, no judgment. The goal is just to be open and learn together as we go."

3 Minutes | Normalize Experimentation

- **Discussion Prompt:** Where have you already tried AI, even informally or personally?
 - **Leader tip:** Model openness by sharing how you use AI personally or at work.
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3 Minutes | Make Learning Visible

- **Discussion Prompt:** What surprised you, positively or negatively about what you've tried?
 - **Leader tip:** Model openness by sharing how your own uncertainty or learning moment.
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3 Minutes | Agree on One Team Norm

- **Discussion Prompt:** What is one way we want to experiment or share learning over the next few weeks?
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1 Minute | Close the Conversation

- **Leader Close:** "Thanks for sharing. What I'm hearing is [name 1-2 themes]. We'll revisit in a future check-in to see what we are learning and what needs adjusting."
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After the Conversation:

- Write down discussion themes and a team norm you agreed to
- Note when you will revisit this conversation (for example, next month or next quarter)

Notes:

- This does not need to be perfect. Employees don't expect polished facilitation. They want to see leaders thinking about AI and how work feels day to day.
- If your team is large, have people break into pairs for a few minutes, then share highlights.
- Teams often find that this first conversation raises new questions. Many choose to revisit a short version of this discussion quarterly as AI use evolves. Ongoing team conversation guides are designed to support that kind of continuity without adding extra work.