

MILESTONE

*Providing Stepping Stones
Along the Path to Success*



**A WOMAN-OWNED
SMALL BUSINESS**

AI AS A
LEADERSHIP
ASSISTANT

Artificial intelligence has reshaped how work gets done across nearly every industry. What once required hours of focused effort can now be completed in minutes with the help of tools like ChatGPT, Gemini, or Claude. This shift isn't just about speed – it's about redefining how we think, plan, communicate, and lead. AI has become a partner in productivity, a catalyst for better decision making, and a quiet force that frees people to focus on the work that truly requires human judgment and creativity.

As organizations navigate this new landscape, the question is no longer whether to use AI but how to integrate it in ways that strengthen teams rather than overwhelm them. Strategic adoption matters. When used intentionally, AI can reduce cognitive load, sharpen insights, and even support leadership development.

Let's look at three practical ways to bring AI into an organization with purpose and impact.

The Administrative Liberator (Efficiency)

We all have routine tasks at work. We can free up mental bandwidth by delegating tasks that cause “cognitive drag”.

Communication: Have AI draft initial responses to routine emails, summarize long email threads, or polish internal memos.

Meeting Hygiene: Use AI to record/transcribe meetings, generate action items, and create executive summaries.

Workflow: Integrate AI with your calendar and project management tools to track deadlines and flag bottlenecks.

The Cognitive Accelerator (Decision-Making)

When reviewing large amounts of data, AI can help us act faster. AI can quickly analyze the information and present it in an easy-to-understand format.

Pattern Recognition: Feed anonymized data into AI to spot trends, irregularities, or talent gaps across teams.

Sparring Partner: Before making a major decision, ask the AI to “play devil’s advocate,” identify potential risks, or analyze your proposal from different stakeholder perspectives.

Synthesis: Use AI to digest complex reports, white papers, or internal documentation and distill them into actionable executive briefs.

The Leadership Coach (EQ & Soft Skills)

We need to keep improving our leadership skills. AI is a tool to help us do that.

Difficult Conversations: Simulate high-stakes feedback sessions with an AI persona. Ask it to “be a defensive employee” so you can practice your delivery and empathy.

Feedback Calibration: Paste a draft of a performance review into AI and ask: “Does this sound biased? Is it clear and actionable? How can I make this more supportive while maintaining high standards?”

Reflective Practice: Use AI to journal about leadership challenges. Ask it to apply specific frameworks to your situation to gain new perspectives.

While AI is a time-saving tool that executives can use, it shouldn't replace the human element. AI only provides accurate results when the data it reviews is current and complete. There should always be a human involved to assess whether the outputs are correct. Additionally, AI cannot offer judgment, empathy, and trust. Humans bring emotional intelligence and insight that AI lacks. When humans collaborate with AI, tasks can be completed more quickly, freeing up time for strategic thinking and relationship management.

UPCOMING FREE WEBINAR

AI AS YOUR PROJECT LEADERSHIP ASSISTANT: QUICK DRAFTS, RAPID BRAINSTORMING, AND EFFICIENT CONTENT CREATION

FRIDAY, MAY 22

10:00 - 11:00 AM CST

1 PDU

TO REGISTER, GO TO

www.themathisgroup.com/webinars



**SATISFIED CLIENTS
OF THIS COURSE**

FAA

**STATE OF KANSAS
SOUTHWEST MISSOURI
PMI CHAPTER
UKRAINE PMI
CHAPTER**

UNLEASHING THE POTENTIAL OF ARTIFICIAL INTELLIGENCE AND ADVANCED PROMPT ENGINEERING IN PROJECT MANAGEMENT - 3 DAY

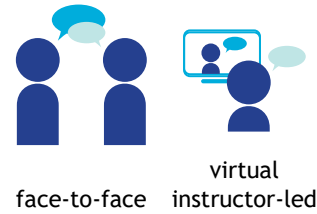
PDU's - 19.5

PMI's Talent Triangle Breakdown

Ways of Working - 11.00

Power Skills - 2.00

Business Acumen - 6.50



Course Description: This is a two-day instructor-led course with an additional free 1-day self-paced component for attendees. The self-paced free day for attendees will include Advanced Prompt Engineering Skills for Project Management. The third day is reserved for participants in the two-day course.

This two-day instructor-led Unleashing the Potential of Artificial Intelligence in Project Management will explore the breadth and depth of artificial intelligence (AI) and its applications in project management. The course will provide an understanding of AI's challenges while delving into how AI can revolutionize project management industries. Participants will examine the ethics of AI and gain insights into future trends and their impact on project management. By the end of the course, participants will have foundational knowledge of AI, the ability to create prompts for AI output, and an understanding of how AI could be used in project management.

The free one-day, self-paced Advanced Prompt Engineering and Writing Skills course helps participants use various forms of AI, such as ChatGPT, Gemini, and Claude, to begin writing customized prompts to assist the project. This course builds on the two-day course's foundational knowledge of writing prompts and walks through a project that shows each initial prompt and how AI responds with specific outputs.

Course Objectives:

Objective 1: Recall core concepts and definitions of AI

- Discuss the fear of AI and the impact of its hesitancy
- Assess the potential benefits of integrating AI into the project environment
- Identify vital ethical considerations associated with AI applications
- Understand the fundamental principles behind how AI works in projects

Objective 2: Apply AI tools to risk assessment

- Utilize AI to forecast project trends and enhance decision-making
- Analyze the potential impact of AI on various project management processes

Objective 3: Evaluate the advantages and limitations of AI in project management

- Discuss strategies to address limitations
- Design a plan for integrating AI tools into existing project frameworks
- Compare and contrast various AI technologies and their applications
- Evaluate the risks of integrating AI into the project environment

Objective 4: Discuss AI analytics for resource optimization

- Create various prompts through prompt engineering focus
- Understand how to use prompts to get AI to respond properly
- Evaluate organizational readiness for implementing AI

Objective 5: Create design prompts

- Problem-Solving Prompts– Scenario-based problems requiring analysis and solution development
- Engineering Prompts– Questions related to fundamental concepts and theories– Analysis of principles and their applications– Evaluation of design choices and trade-offs
- Prompts Generation Guidelines– Clarity and specificity of the prompt– Incorporation of real-world scenarios and problems– Consideration of the appropriate difficulty level for the target audience



A WOMAN-OWNED SMALL BUSINESS (WOSB)



Providing quality, customized training and consulting services that inspire, educate, and equip organizations to be better tomorrow than they are today.

DR. KEITH MATHIS, PMP, PMI-ACP, CSP-SM, CSP-PO
WANDA MATHIS, M.ED. PMI-ACP

PROJECT MANAGEMENT TRAINING

OVER 60 PROJECT MANAGEMENT COURSES REGISTERED WITH PMI

PRESENTATIONS THAT EDUCATE, MOTIVATE, AND INSPIRE

Since 1993, The Mathis Group has been helping organizations change worker productivity and behavior.

PROJECT MANAGEMENT
MARKETING
MOTIVATION
ORGANIZATIONAL BEHAVIOR
LEADERSHIP
CUSTOMER SERVICE

COMPANY MANDATE
The Mathis Group provides training and consulting that will impact the organization and individual while maintaining an outstanding reputation for success and integrity.

VALUES STATEMENT

Every person has worth and should be treated with respect.

AREAS OF EXPERTISE

- Curriculum Design
- Project Management
- Organizational Behavior and Development
- Management
- Agile Project Management
- Strategic Planning
- Executive Coaching
- Performance
- Team Building
- Emotional Intelligence
- Leadership
- Customer Service
- Supervisory Leadership
- Hybrid Project Management

9515 N Spring Valley Dr
Pleasant Hope, MO 65725
800-224-3731
417-759-9110
(voice/fax)

www.themathisgroup.com

keith@themathisgroup.com
wanda@themathisgroup.com

DUNS Number:
007722098
CAGE: 3C1N9
GSA Contractor Number:
GS-02F-0010V



2026 WEBINARS

MAY 22 - AI AS YOUR PROJECT LEADERSHIP ASSISTANT:
Quick Drafts, Rapid Brainstorming, and Efficient Content Creation

JUNE 16 - MAKING IT STICK:
Ensuring Lessons Learned Become Lessons Applied

JULY 17 - INVENTING TOMORROW'S METRICS:
Shaping the Future of Project Management

AUGUST 7 - BUILDING RESILIENT PROJECTS:
Thriving in Times of Disruption

SEPTEMBER 11 - CYBERSECURITY IN PROJECTS:
Protecting Your Data, Teams, and Reputation

OCTOBER 16 - BEYOND MILLENNIALS:
Leading Multi-Generational Project Teams for Impact

NOVEMBER 13 - LEADING HYBRID TEAMS:
Aligning, Adapting, and Delivering Results

DECEMBER 4 - LEADING STRATEGIC RISK:
Preparing Today for Tomorrow's Disruptions

We know that it can be hard to schedule continuing education for your team. We offer free monthly webinars that can be watched as an individual or a group. This 1-hour of training can be used to hone skills that your team needs. We include a Webinar + Notes with discussion questions to guide your group to learn from each other. If you can't make it to the live session, a replay link will be sent out.

Register for our 2026 webinars today at www.themathisgroup.com/webinars

2026 PMP® EXAM PREP BOOT CAMPS

APRIL 20-23

JUNE 1-4

AUGUST 10-13

OCTOBER 5-8

DECEMBER 7-10

Don't fear the PMP® exam certification test any longer! This fast-paced boot camp prepares each participant with all the core competencies to pass the PMP® exam the first time while providing you with 35 contact hours. Using PMI's study material aids students by providing the exact content that will be on the exam.

For more information and to register, go to www.themathisgroup.com/bootcamps