ACCELERATE INFLUENCE

Unprompted

Leadership in the AI Era

The 8 questions every leader must answer
to lead with confidence

MEMBER WORKBOOK

Sample: Session 1

Will AI replace me?

AI needs a prompt. Leaders need influence.

BEFORE YOU BEGIN

Important information

What this workbook is for

This workbook is provided for education and personal development. It supports the Unprompted mastermind sessions and is not a substitute for professional, legal, financial or human resources advice. Use your own judgment, and seek qualified advice before making decisions that affect your organisation or the people in it.

Results

The ideas and exercises here are designed to help you lead with more confidence, but no outcome is guaranteed. What you gain depends on how you apply them in your own situation.

Using AI tools safely

- AI tools can be wrong, incomplete or out of date. Check what they tell you before you rely on it.
- You remain responsible for any decision you make and any work you submit, whether or not AI helped.
- Do not enter names, personal data, client information or anything confidential into an AI tool. Use roles and general descriptions instead.
- Follow your organisation's policies on AI and data. Where they differ from this workbook, your organisation's policy comes first.
- Unprompted does not depend on any one AI product and is not affiliated with any AI provider.

Sources and credit

The leadership principles in Unprompted draw on the teaching of John C. Maxwell, including his books Leadership Gold, Becoming a Person of Influence and Everyone Communicates, Few Connect, and are taught by a Maxwell Leadership Certified Team Member. Unprompted is an independent programme of Accelerate Influence. The application of these principles to AI, and all exercises and prompts, are original to Unprompted.

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WELCOME

Welcome to Unprompted

> *AI needs a prompt. Leaders need influence.*

Every AI tool works the same way: it waits to be told what to do. Leadership has never worked like that. Nobody prompts a leader to notice that a colleague has gone quiet, to tell the truth in a difficult meeting, or to decide when the facts are incomplete. The parts of leadership that matter most are unprompted.

Unprompted is an eight-session mastermind for leaders. Each session takes one question leaders are asking about AI and answers it with a proven leadership principle and a practical AI exercise you do on your own work.

The purpose of this workbook

This workbook is where the sessions become yours. It gives you:

- **A place to think.** Space to answer each session's questions in your own words.
- **The key ideas.** A short summary of each principle, so you can return to it later.
- **The exercises.** Step-by-step pages for each AI practical, including the prompt to use.
- **Your commitments.** A record of what you decided to do each week, and whether you did it.

By the end of eight sessions, your completed workbook is a personal leadership plan for the AI era.

How to use it

1. **Before each session,** complete the short preparation page.
2. **During the session,** write as you go, and have an AI assistant open. Short notes are enough.
3. **After the session,** keep your three commitments and note what happened.
4. **At the next session,** be ready to report back to the group.

Our group values

- Be committed to the group.
- Be ready to add value to each member.
- Be on time.
- Be free of your phone.
- Be encouraging.
- Be willing to learn from other members.
- Keep what is said in the group within the group.

This workbook belongs to:

THE JOURNEY

The eight sessions

This sample contains Session 1 in full. The complete workbook covers all eight.

#	The question	What you will leave with
1	**Will AI replace me?**	A map of your role, and three steps to keep growing
2	How do I lead without the title?	A map of the people you need to influence, and one conversation prepared
3	How do I speak like a leader?	One real message rewritten in your own voice
4	Which of my skills can't AI copy?	Three prepared questions and the experience of real connection
5	How should a leader actually use AI?	What you keep, what you hand over, and one AI workflow
6	My team uses AI for everything. Now what?	A draft team agreement on AI use
7	What happens to my people?	A growth plan for three people on your team
8	How do I decide when nothing is certain?	One decision made, a 90-day plan, and your legacy sentence

How every session works

Part	What happens
The question	We open with the concern, in plain words.
The principle	A leadership principle that answers it, with group discussion.
The AI practical	You apply it to a real issue from your own work.
The commitment	You choose your actions for the week.

SESSION 1

Will AI replace me?

By the end of this session you will know which parts of your role AI can take and which only you can do, and you will have three steps to keep yourself growing.

Before the session

List eight tasks from your last working week. Be specific: “wrote the monthly update for my director” is more useful than “reporting”.

#	Task
1	
2	
3	
4	
5	
6	
7	
8	

The question

> *When you hear that AI will replace jobs, what do you think about your own role?*

My answer, in one sentence:

SESSION 1 · THE PRINCIPLE

Lead yourself first

John Maxwell teaches that the toughest person to lead is always yourself. We see others by what they do, and ourselves by what we intend. The first person a leader must lead through the AI shift is themselves.

How clearly do I see myself as a leader right now?

Keep learning to keep leading

Growth is not automatic. It has to be intentional. Maxwell describes three zones a person can live in.

Zone	What it means	Tick where you are with AI
Challenge	I attempt what I have not done before.	
Comfort	I do what I already know I can do.	
Coasting	I do less than I have done before.	

> **The idea to remember**
>
> AI does not replace leaders who are in the challenge zone. It exposes the ones who are coasting.

Why did I choose that zone?

SESSION 1 · THE PRINCIPLE

Three steps to the challenge zone

Nobody moves from coasting to challenge by deciding to. You move by scheduling it, attempting something, and standing next to people who are already there.

Step	What it means	In the AI era
1. Invest in yourself first	Growth is intentional. Put time for it in your calendar before anything else takes the space.	Block one hour a week to learn AI on your own work.
2. Attempt what you have not done before	This is the definition of the challenge zone. One new attempt at a time is enough.	Each week, try one task with AI that you have never tried with it.
3. Get around people who are ahead of you	Attitudes and habits rub off. Growth is easier when others around you are growing.	Find one person who uses AI better than you and learn from them.

My notes from the discussion

SESSION 1 · THE AI PRACTICAL

The role map

This is your first new attempt with AI, done in the room. Use roles, not names, and leave out anything confidential.

Step 1: Ask AI. Paste your eight tasks into your AI assistant with this prompt:

> *Here are the tasks from my working week as a [job title]. For each one, tell me whether AI today can do it fully, assist with it, or cannot do it, and explain why. Be direct.*

Step 2: Record and disagree. Note what the AI said for each task, then mark where you think it is wrong. Judging the answer is itself a leadership skill.

#	AI says: can do, can assist, or cannot do	Do I agree?	Why?
1			
2			
3			
4			
5			
6			
7			
8			

Step 3: Sort. Share these with your partner.

One task I will hand to AI	What only I can do

SESSION 1 · THE COMMITMENT

My three commitments

One action for each of the three steps. Say them aloud to the group.

Step	My commitment this week	Done?
1. Invest in myself	My weekly learning hour is on:	
2. Attempt something new	The task I will try with AI is:	
3. Learn from someone ahead	The person I will learn from is:	

Optional: how well do I take advice?

Leaders who lead themselves well seek advice and act on it. Ask five people who know you to score you from 1 to 5, then work out your average.

1	2	3	4	5
I do not want advice	I do not object to advice	I welcome advice	I actively seek advice	I often follow the advice I am given

	Person 1	Person 2	Person 3	Person 4	Person 5	Average
Score						

An average below 4 suggests bringing others into your thinking more often before you decide.

My biggest takeaway from Session 1

WHAT COMES NEXT

This was Session 1 of 8

If your “only I can do this” column was about people, judgment and trust, you have found what the rest of Unprompted is about. A title does not give you any of those. Influence does.

Session 2 asks: how do I lead without the title?

In the full programme you will also:

- Rewrite a real message so it sounds like you, not like everyone else.
- Practise the one skill AI cannot copy.
- Decide what you keep, what you hand to AI and what you stop doing.
- Draft an agreement with your team on how you use AI together.
- Build a growth plan for the people you lead.
- Make one decision you have been putting off, with a 90-day plan.

> **Join Unprompted**
>
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>
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> *AI needs a prompt. Leaders need influence.*

Accelerate Influence · Leadership is influence. We accelerate it.