

# WORKSHEET #1

## COURSE OVERVIEW & SUMMARY



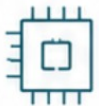
### LEARNING OBJECTIVES

After completing this course, you will be able to:

- ☐ Explain what AI is and why it matters
- ☐ Recognize where AI already exists in construction
- ☐ Understand the difference between information and judgment
- ☐ Identify opportunities to save time using AI
- ☐ Use better prompts to improve results
- ☐ Apply AI responsibly in your role



### CORE FRAMEWORK



#### AI HAS

- ✓ Information
- ✓ Patterns
- ✓ Speed
- ✓ Organization

AND



#### HUMANS HAVE

- ✓ Experience
- ✓ Leadership
- ✓ Judgment
- ✓ Accountability



### KEY CONCEPTS



#### ARTIFICIAL INTELLIGENCE

Technology that identifies patterns and predicts useful outputs.



#### PROMPT

The instructions provided to AI.



#### CONTEXT

The details that help AI generate better responses.



#### HUMAN JUDGMENT

The experience, leadership, and accountability that AI cannot replace.



#### AI TIP

AI does not replace your expertise. It supports your thinking. You make the decisions.



### KEY TAKEAWAYS

- 1 AI helps manage information.
- 2 Better prompts create better outputs.
- 3 AI already exists in everyday construction tools.
- 4 Human judgment remains essential.
- 5 AI supports thinking—it does not replace thinking.



### PERSONAL ACTION ITEM

The one thing I will test this week:

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# WORKSHEET #2

## IMPLEMENTATION GUIDE

### FROM CURIOSITY TO APPLICATION

Follow this step-by-step guide to identify opportunities, create effective prompts, and apply AI in your daily work.



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#### IDENTIFY A REPETITIVE TASK

Choose a task that takes time and happens regularly.

Examples:

- |                                        |                                             |
|----------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Emails        | <input type="checkbox"/> Submittals         |
| <input type="checkbox"/> Daily Reports | <input type="checkbox"/> Scheduling Updates |
| <input type="checkbox"/> Meeting Notes | <input type="checkbox"/> Safety Meetings    |
| <input type="checkbox"/> RFIs          | <input type="checkbox"/> Other _____        |

2



#### DEFINE THE OUTCOME

Be clear about what you want AI to help you accomplish.

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#### WEAK PROMPT

"Write a daily report."

#### BETTER PROMPT

"Write a daily report for a concrete placement operation."

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#### CREATE A BETTER PROMPT

The more specific you are, the better the result.

#### PROFESSIONAL PROMPT

"Act as an experienced project engineer documenting a concrete placement involving 150 cubic yards of concrete, 12 workers, one concrete pump, temperatures reaching 95 degrees, and minor delivery delays. Include manpower, production, weather, safety observations, schedule impacts, and recommendations."

4



#### REVIEW AND VERIFY

Always review and validate AI output before using it.

Before using AI output ask:

- |                                              |                                                      |
|----------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Is it accurate?     | <input type="checkbox"/> Is information missing?     |
| <input type="checkbox"/> Does it make sense? | <input type="checkbox"/> Would I sign my name to it? |

#### MY PROMPT LIBRARY

##### PROMPT #1

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##### PROMPT #2

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#### SAVE SUCCESSFUL PROMPTS

Build your prompt library for future use and refinement.



#### AI TIP

The quality of your answers depends on the quality of your prompts.

#### GOOD PROMPTS ARE:



##### SPECIFIC

Clear and detailed



##### CONTEXTUAL

Include background information



##### ACTION-ORIENTED

Define the desired output



##### ITERATIVE

Refine and improve over time



# WORKSHEET #3

## NOTES & REFLECTION WORKBOOK

Capture your notes, reflect on key insights, and plan how you will apply AI in your daily work.



### COURSE NOTES

Use this space to capture key points, ideas, and examples from the course.

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### REFLECTION QUESTIONS



WHAT SURPRISED ME MOST ABOUT AI?

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WHAT CONCERN DO I STILL HAVE?

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WHERE COULD AI SAVE ME TIME?

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WHAT TASK WOULD I LIKE AI TO HELP ME WITH?

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### WORKFLOW INTEGRATION

Map your current workflow.

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### MY AI OPPORTUNITY

Where can AI assist in this workflow?

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#### AI TIP

Start small. Test one task.  
Build confidence. Scale from there.



### COMMITMENT STATEMENT

One action I will take this week:

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ACTION CREATES MOMENTUM.  
MOMENTUM CREATES RESULTS.