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:

_____

_____

_____

_____

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.

1 IDENTIFY A REPETITIVE TASK

Choose a task that takes time and happens regularly.

Examples:

- ☐ Emails
- ☐ Daily Reports
- ☐ Meeting Notes
- ☐ RFIs
- ☐ Submittals
- ☐ Scheduling Updates
- ☐ Safety Meetings
- ☐ Other _____

2 DEFINE THE OUTCOME

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

_____

_____

_____

WEAK PROMPT

"Write a daily report."

BETTER PROMPT

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

3 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:

- ☐ Is it accurate?
- ☐ Is information missing?
- ☐ Does it make sense?
- ☐ Would I sign my name to it?

5 SAVE SUCCESSFUL PROMPTS

Build your prompt library for future use and refinement.

MY PROMPT LIBRARY

PROMPT #1	PROMPT #2
_____	_____
_____	_____
_____	_____
_____	_____

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.

REFLECTION QUESTIONS

WHAT SURPRISED ME MOST ABOUT AI?

WHAT CONCERN DO I STILL HAVE?

WHERE COULD AI SAVE ME TIME?

WHAT TASK WOULD I LIKE AI TO HELP ME WITH?

WORKFLOW INTEGRATION

Map your current workflow.

MY AI OPPORTUNITY

Where can AI assist in this workflow?

AI TIP

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

COMMITMENT STATEMENT

One action I will take this week:

ACTION CREATES MOMENTUM.
MOMENTUM CREATES RESULTS.