

<p>Hawai'i AI Workforce Readiness</p> <h1 style="margin: 0;">AI Strategy Deep Dive</h1> <p><i>A Plain-Language Worksheet</i></p>	<p><b>Event 2</b></p> <p>June 25, 2026</p> <p>Imua 'Onipa'a</p>
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<b>Name:</b>	<b>Organization:</b>
<b>Role / Title:</b>	<b>Sector:</b>

*This worksheet is designed for people who are just starting to think about AI at work. No tech background needed. We will walk you through the key questions step by step, and you will leave today with a written plan your organization can act on.*

## Where Are You Starting? — Quick Check-In

*Before we dive in, take two minutes to rate yourself honestly. Circle or mark the color that fits best. There are no wrong answers — this helps you and the facilitator know where to focus energy today.*

Question	Yes / Clear	Somewhat / Unsure	No / Not Yet
<p><b>I can name at least one AI tool my organization or I already use.</b></p> <p><i>Think about ChatGPT, automated emails, chatbots, scheduling tools, grammar checkers, etc.</i></p>	Yes / Clear	Somewhat / Unsure	No / Not yet
<p><b>I know what data my organization collects and where it is stored.</b></p> <p><i>Do you know where your client, customer, or program data actually lives?</i></p>	Yes / Clear	Somewhat / Unsure	No / Not yet
<p><b>I have a rough sense of which tasks in my job/schooling could be affected by AI.</b></p> <p><i>You do not need certainty. Even a gut feeling counts here.</i></p>	Yes / Clear	Somewhat / Unsure	No / Not yet
<p><b>My organization has discussed AI in a meeting or planning conversation.</b></p> <p><i>A brief mention at a staff meeting counts. Has leadership acknowledged this is coming?</i></p>	Yes / Clear	Somewhat / Unsure	No / Not yet
<p><b>I feel prepared to explain basic AI risks to my team or board.</b></p> <p><i>Think privacy, bias, errors, or staff being replaced without a plan.</i></p>	Yes / Clear	Somewhat / Unsure	No / Not yet
<p><b>Someone at my organization is responsible for technology or data decisions.</b></p> <p><i>This might be a formal IT role, or just the person everyone turns to for tech help.</i></p>	Yes / Clear	Somewhat / Unsure	No / Not yet

Question	Yes / Clear	Somewhat / Unsure	No / Not Yet
<b>I can picture what success looks like if we use AI well.</b> <i>Even a rough vision — what would be different in a year? — is enough to start.</i>	Yes / Clear	Somewhat / Unsure	No / Not yet

*Look at your pattern. Mostly red? That is completely normal for where this series starts. Mostly green? Push yourself to go deeper in Sections B and C today. Come back to this page at the end and see if anything shifted.*

**Quick Reflection: What surprised you about your answers?**


<b>A</b>	<b>What Is Your Most Important AI Opportunity?</b>
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In plain language: Where could AI save your team time, help you serve people better, or let you do more with less? You do not need to know the technology. Just focus on the problem you most want to solve.

**A1. The Biggest Problem AI Could Help You Solve**

*Think about the tasks that eat the most time, the service gaps that frustrate your team, or the decisions that feel harder than they should. What would be genuinely different if that problem was solved?*

<b>Describe the problem or opportunity in your own words:</b>

**A2. Who Gets Helped — and Who Might Be Hurt?**

*Every new tool creates winners and losers. Think honestly about both sides before you commit. Consider staff, clients, community members, or partner organizations.*

Who benefits most from this?	Who could be harmed or left behind?

**A3. What Does Winning Look Like?**

*Picture December 2026. You made a smart AI decision and it paid off. What is different? Now picture the version where your organization waited too long or moved carelessly. Write both pictures in plain language.*

If we get this right by December 2026...	If we delay or get this wrong...

<b>B</b>	<b>What Is Your Edge? (And Who Is Ahead of You?)</b>
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*Hawai'i organizations do not need to be first. They need to be intentional. The organizations that win will use what makes them unique — community trust, cultural knowledge, neighbor island reach, and relationships that mainland competitors cannot buy or copy.*

**B1. Who Is Already Doing This in Your Field?**

*Locally, on the mainland, or globally — which organizations are furthest along in AI in your sector? You do not need to know every detail. Name one or two and describe what you have seen or heard they are doing.*

Organization and what they are doing:


**B2. What Makes Your Organization Hard to Copy?**

*Think about the relationships, trust, cultural knowledge, or community reach your organization has built over years. A mainland chatbot cannot replicate a kupuna's trust in your staff, or a neighborhood's familiarity with your services. What is the version of that asset your organization holds?*

<b>Our local advantage — what we have that others cannot easily replicate:</b>

**B3. The One Thing We Will Try First**

*A pilot is just a small, low-stakes experiment. You are not committing to a full program — just one focused test. Pick something specific enough that you could explain it in two sentences. Keep the timeline to six months or less.*

What is the pilot? Describe it plainly.	Who benefits directly?	How will we know it worked?

<b>C</b>	<b>Who Is in Charge of AI at Your Organization?</b>
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*In plain language: You need a few simple rules and one person responsible for making sure they are followed. You do not need a legal team or a technology department to start. You just need a decision and a name.*

### **C1. Gaps We Are Going to Fix Before September**

*Check every statement below that is currently true for your organization. Then put a star next to the one or two you are committing to fix before Event 3 on September 3.*

<input type="checkbox"/> We do not have a written policy on how staff can use AI	<input type="checkbox"/> We have not inventoried which AI tools we already use
<input type="checkbox"/> We have no privacy or data protection standards for AI	<input type="checkbox"/> No one checks AI-generated content for accuracy before it is shared
<input type="checkbox"/> No one is officially responsible for AI decisions	<input type="checkbox"/> We have no process to evaluate new AI tools or vendors
<input type="checkbox"/> Managers are not trained to supervise AI-assisted work	<input type="checkbox"/> We have no plan if an AI tool causes a mistake or harm

#### **Notes on what we most need to address:**


### **C2. Our Three Core AI Rules**

*You do not need a 20-page policy document. Start with three clear statements your team can actually remember and follow. Write them in plain, direct language.*

<b>We WILL use AI for:</b>
<b>We will NOT use AI for:</b>
<b>Every time we use AI, we will always:</b>


### C3. Who Is Responsible?

<b>Name and role of the person responsible for AI decisions in our organization:</b>
<b>Why this person? What authority or capacity do they have to actually enforce decisions?</b>
<b>The first governance action I will complete before September 3:</b>

<b>D</b>	<b>How Will Jobs Change at Your Organization?</b>
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*In plain language: Training your team on AI without redesigning their jobs is like buying a new tool and leaving it in the box. This section helps you think clearly about which roles will change and how you want to manage that — for the people affected and for the organization.*

### D1. Task-by-Task Impact: What Will AI Change?

*Pick 3 to 4 specific tasks or roles from your organization. For each one, mark whether AI will mainly help the person do it better, take over the task entirely, or create a new kind of work that did not exist before.*

Task or Role	AI Helps the Person Do It Better (Human + AI)	AI Takes It Over Completely	Creates a Brand-New Task or Role

## D2. What Do You Owe Your Team?

*If AI changes or eliminates roles, what is your organization's responsibility to the people in those roles? Think about retraining, notice time, new opportunities, or honest conversations you have not had yet.*

<b>Our commitment to staff whose roles are affected:</b>

## D3. My 90-Day Commitment Before Event 3

*What is the ONE specific job, task, or workflow change you will actually implement before September 3? Be concrete enough that a colleague could check whether you followed through.*

<b>My commitment:</b>

### **Before You Leave Today**

*Look back at Section 0. Has anything shifted in how you see your readiness? Write one sentence about what you are taking away from today.*
