AI EDGE: RESOURCES FOR FUTURE-READY LEADERS

Welcome!

Let's do this!

As a leader, you rely on judgement, experience, and presence to guide your organisation.

Every decision counts.
You already know success is not only about making the right decisions but about having the right information and insight at the right time.

Equipping you to Win
Turning uncertainty into clarity and creating space for strategic growth is how I support organisations. The focus is on equipping leaders with the tools and frameworks that let them win. It's the same with AI.

Applying AI to Your Leadership
By weaving practical AI tools into your leadership process, you sharpen decision-making, boost productivity, and strengthen communication.

Your AI playbook should be tailored to your leadership role — and here's a resource list designed so you can make every AI opportunity pay.
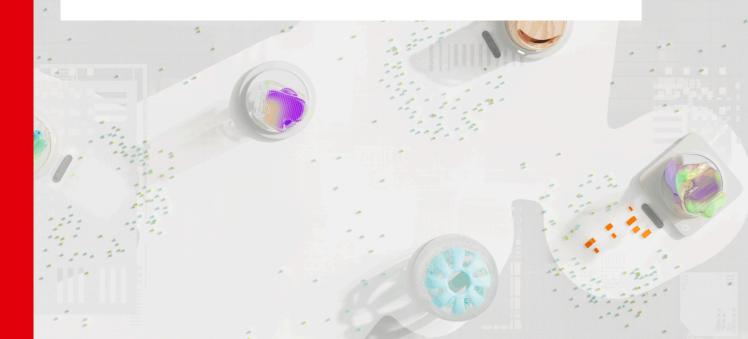
Fiona Kearns

LEADERS AND DIRECTORS GUIDE TO KEY AI TERMS

As a leader, you don't need to know every technical aspect of Generative AI; what matters is having a solid understanding to give you the edge.

Guide to Key AI Terms

1 | AI

AI - Artificial Intelligence but typically means Generative AI (GenAI) tools that create new content e.g. ChatGPT, Microsoft Copilot, Claude, Google Gemini

2 | ChatGPT

ChatGPT - AI Chatbot from OpenAI, there are different versions e.g. ChatGPT5. GPT stands for Genearative Pre-trained Transformer

3 | LLM

LLM - Large Language Model meaning an AI system trained (developed) based on huge amounts of data. An LLM is the engine behind generative AI.

4 | Prompt

Prompt - The input instructions to the AI tool and it simply means to ask. It's origins are from software development coder language.

5 | Hallucination

Hallucination - Mistakes and incorrect information provided by an AI tool presented as being fact.

Guide to Key AI Terms

6 | Bias

Bias - When AI outputs reflect human prejudices, AI algorithm or inadequate dataset of the tool.

7 | Algorithm

Algorithm - a system's rules for organising and analysing data. For example, on LinkedIn, changes to the algorithm shift what content and connections are visible to you and other users.

8 | Training Data

Training data - the datasets used by an AI system to enable it to learn, find patterns, and create new content. If data input is biased, output will be biased.

9 | Turing Test

Turing test - created by computer scientist Alan Turing to assess a machine's ability to show intelligence equal to humans, especially in language & behaviour

10| Guardrails

Guardrails - Rules or filters to keep AI outputs safe, ethical, and aligned with company policies.

Kearns Consultancy

How we can help?

Strategic Assessment

Customised assessment of leadership teams for Talent Development and Succession Planning.

Future Success Planning

High Performing Leadership

Transforming underperforming teams into high performing aligned teams through innovative leadership upskilling

Leadership and Communication

Keynote Speaker

Enrich your event with a commercially savvy business psychologist and engaging speaker

Book Fiona to speak at your event

CHATGPT SHORTCUTS FOR BUSY LEADERS

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10 ChatGPT Shortcuts

Open New Chat

Ctrl + Shift ⇧ + O (Windows) or Cmd + Shift + O (Mac)

Quick Search

Ctrl + K (Windows) or Cmd + K (Mac)

View/Hide Sidebar

Ctrl + Shift ⇧ + S (Windows) / Cmd + Shift + S (Mac)

Zoom Controls

Ctrl + + (Out), Ctrl+-(In) Ctrl+0 (Reset) or Cmd + +-0 (Mac)

Delete Chat

Ctrl + Shift ⇧ + Backspace ⌫ (Win) / Cmd + Shift + ⌫ (Mac)

Opens Compact Window
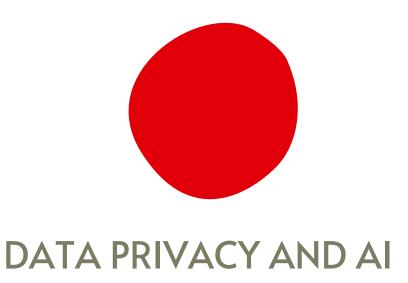
Alt + SPACE / Cmd + SPACE(Mac)

Copy Last Response

Ctrl + Shift ⇧ + C (Windows) or Cmd + Shift + C (Mac)

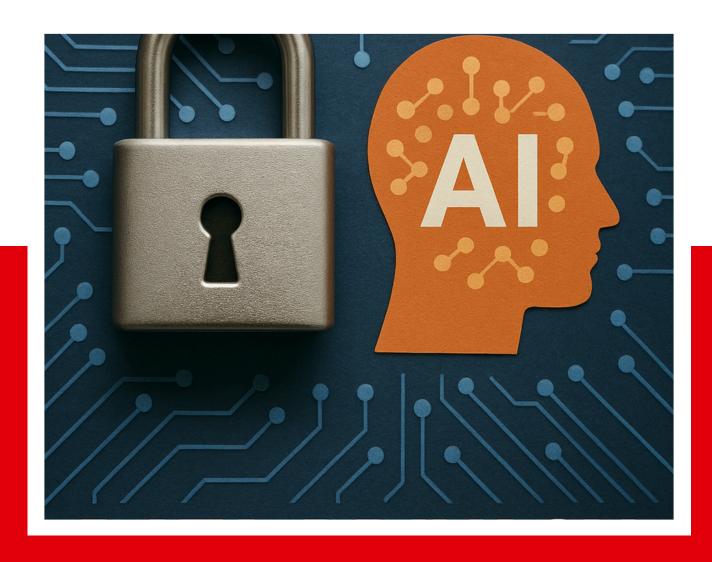**Set custom instructions**

Ctrl + Shift ⇧ + I (Windows) or Cmd + Shift + I(Mac)

Open Shortcuts Menu

Ctrl + / (Windows) or Cmd + / (Mac)

DATA PRIVACY AND AI

Make Informed Privacy Choices

1 | Uploading FIles

Be mindful when uploading files, photos, or videos to external systems, especially anything containing client or financial information

Be cautious about uploading files

2 | Social Media Savvy

Some platforms automatically opt you in to share data for Gen AI. To change this, go to Data Privacy settings and update your preference.

Check your Defaults

3 | Control your Data

To control your data in ChatGPT, go to Settings, then open Data Controls. Turn off "Improve the model for everyone" to stop your data being used for model training.

Decide what is right for you

RESEARCH
Directors & Leaders

AI Generated Image

WHERE FUTURE-READY LEADERS ARE LOOKING

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How Directors Use AI: Time, Quality, Ideas

1 | Microsoft Copilot

Microsoft Copilot (Office 365) Built-in AI for Word, PowerPoint, Excel, Outlook. Ready access to an AI chatbot integrated into daily tools without any additional cost. Easily draft, edit and summarise documents. Useful and the most popular AI tool but not as powerful as ChatGPT.

2 | Openai ChatGPT

ChatGPT is a powerful chatbot available for free with limitations or paid versions with additional functionality. Utilised for research, brainstorming and scenario planning. Popular alternatives are: Google Gemini, Perplexity and Claude AI

3 | Meeting Transcription & Summary

Otter.ai and FathomAI Notetaker provide meeting transcriotion notes, summaries and next steps for your online meetings.

4 | Design and Slide Decks

Canva AI creates professional looking visuals, reports, and social posts without a design team. Templates and tools galore to make your slides and social media graphics look polished.

Directors Research

From research we conducted with directors and senior leaders across Europe, we share the key concerns organisations face—and what to do about them.

One clear finding: it's time to move beyond talking about AI's opportunities and start crafting concrete organisational guidelines, especially around privacy and responsible use.

AI in Practice: Key Concerns for Leaders

✓ ### 1 | Quality Assurance and Human Input

Research findings show that while leaders welcomed AI's speed and efficiency, they remained cautious about using it without quality assurance or human judgement in the final product.

✓ ### 2 | Ethics and Reputation

Our research shows leaders are concerned overreliance on AI could risk organisational ethics and reputation. They stressed the need for clear frameworks to guide responsible use and maintain fairness, accountability, and stakeholder trust.

✓ ### 3 | Lack of Direction and Fairness

Research showed that while directors and leaders are eager to embrace AI, they lack clear, practical guidance on how to apply it effectively while upholding high organisational standards, creating a sense of an uneven playing field.

WANT MORE?

Future-ready organisations are shaped by future-ready leaders.

As CEO and Founder of Kearns Consultancy, I've helped leaders and organisations transform the way they lead, grow, and succeed.

If you're serious about building high-performing teams and a future-ready organisation, book a conversation with me and let's shape the strategy that will take you there.

📅 Book your time here: kearnsconsultancy.com/speak-with-fiona or scan the QR code below.

Here's to building the kind of leadership and culture that drives sustainable success!

Fiona Kearns

Fiona@KearnsConsultancy.com

KearnsConsultancy.com