

AI Leadership Academy Syllabus: This 4-week curriculum moves participants from "Digital Literacy" to "Architectural Mastery" by requiring them to build tangible assets.

Format: Asynchronous Micro-Learning + Weekly Live "Office Hours" + Capstone Project.

WEEK 1: THE MINDSET SHIFT (Foundation)

Goal: Crossing the valley of friction and adopting the Manager mindset.

- **Core Concept: The Digital Intern Model.** Stop treating AI like a calculator (expecting perfection) and start treating it like a junior employee (expecting drafts).
- **The "J-Curve" Briefing:** Normalizing frustration. Why it feels harder before it gets easier.
- **Assignment 1: The "Prompt Makeover."**
 - *Task:* Take a failed, 1-line prompt ("Write an email") and rewrite it using the **5-Part Context Structure** (Persona, Goal, Audience, Constraints, Tone).
 - *Deliverable:* Before/After screenshot of the output quality.

WEEK 2: THE ANALYST & THE ARCHITECT (Skills)

Goal: Moving from "Chatting" to "Engineering."

- **Core Concept: Retrieval-Augmented Generation (RAG).** How to ground the AI in your data without leaking IP.
- **Skill: The Clean Room Protocol.** How to sanitize a document before uploading.
- **Assignment 2: The "Insight Miner."**
 - *Task:* Upload a complex PDF (e.g., a 10-K or Policy Doc). Use the AI to extract specific strategic risks that a human would miss.
 - *Deliverable:* A 1-page "AI-Generated Executive Brief" validated for accuracy.

WEEK 3: WORKFLOW REINVENTION (Design)

Goal: Moving from "Tasks" to "Systems."

- **Core Concept: Intelligent Work Design (IWD).** How to deconstruct a job into Level 6 Micro-Steps.
- **Skill: The EPOCH Scoring Matrix.** Deciding what to Automate vs. what to Elevate.
- **Assignment 3: The "Citizen Developer" Build.**
 - *Task:* Identify one repetitive workflow in your current job (e.g., "Weekly Reporting"). Build a simple **Custom Agent** in the sandbox to automate the first 80% of it.
 - *Deliverable:* A link to your working Agent Prototype.

WEEK 4: THE CAPSTONE & CREDENTIALING (Impact)

Goal: Proving the Dividend.

- **Core Concept: The Economics of Alpha.** How to measure time saved and value created.
- **The Capstone Project: The Before & After.**
 - *Part A:* Document the manual baseline (time/effort).
 - *Part B:* Demonstrate the AI-augmented workflow.
 - *Part C:* Calculate the cognitive dividend(annualized hours saved).
- **Graduation:** Peer review of Capstones. Awarding of the "**CCI AI-Ready**" Badge.