

# Day 4 of Kaplan's AI Skills Sprint: Leadership

## Your Soft Skills Coach

Leadership is not about a job title; it is about how you show up. It is about communicating with confidence, empathy, and impact. AI is your **Soft Skills Coach**, helping you polish your message and find your professional voice before you hit "send" or walk into a meeting.

## Three Moments to Use Your Research Partner

### 1. The "High-Stakes" Message

**The Scenario:** you need to send a difficult email, ask for a deadline extension, or give feedback to a teammate.

**The Prompt:** "Here is a draft of an email I need to send. Can you review the tone? I want to sound professional, clear, and empathetic, but not apologetic. Suggest three small tweaks to make it more impactful."

**The Benefit:** It helps you pause and reflect, ensuring you communicate with intention rather than reacting in the heat of the moment.

### 2. The "Meeting Mastery" Prep

**The Scenario:** Your mind is racing before a big project update or a 1-to-1 meeting.

**The Prompt:** "I have a meeting about [Topic] in ten minutes. Based on these notes, what are the three most important points I should stay focused on to show I am on top of my work?"

**The Benefit:** It narrows your focus to what truly matters, helping you stay calm and present rather than feeling overwhelmed.

### 3. The "Proactive Teammate" Hack

**The Scenario:** You want to show initiative but you are not sure where to start.

**The Prompt:** "I am an apprentice working on [Project]. My manager is very busy. Can you brainstorm three proactive things I could offer to do this week to support the team and show leadership?"

**The Benefit:** Leading is about supporting others. This helps you show up as a "solutions person" who is ready to add value.

## Pro Tip: AI Roleplay

Before a difficult conversation, try using **Voice Mode** on your phone. Ask the AI: *"I need to have a tough conversation with my manager about my workload. Can you play the part of my manager? Start by asking me how I am getting on, and then give me some constructive pushback so I can practise my response."* For work tasks, use this only if permitted by your employer or ensuring confidential work specifics are not discussed

## Reflection Question

**Critical Thinking Check:** AI can help you polish your words, but it cannot supply your authentic voice. As a future leader, where do you draw the line? How do you ensure your AI-assisted messages still sound genuinely like you?

*For all work-related tasks, ensure that the use of AI tools or systems strictly complies with your employer's official use policy*

