

Train-the-Trainer Kit

Roll the course out to your own people. A facilitator's guide for running Mindset + Systems with your team — sessions, scripts, exercises, and a 30/60/90 rollout plan.

What's in this kit

- **Facilitator overview** — how to run the 3 modules with a live group
- **Session scripts** — opener, core teach, exercise, debrief, closing
- **Exercise library** — 6 plug-and-play exercises mapped to Mindset / Habits / Systems
- **30 / 60 / 90 day rollout plan** — from pilot pod to org-wide habit
- **Manager talking points** — how to brief your leadership team
- **Measurement checklist** — leading indicators that change is sticking

The 3 modules at a glance

Module	Outcome	Session length
I — Mindset for the AI Shift	Fear → operator beliefs. Shared AI literacy.	90 min
II — Systems that Change With AI	Workflows + decision loops re-wired AI-native.	120 min
III — Lead the Change	Train-the-trainer cascade across the org.	90 min

Session script — Module I (90 min)

Mindset for the AI Shift

0:00 — Opener (10 min). Ask each person: "What's one thing AI changed in your work this month?" Capture in chat / on a board. Surface the range — from fear to excitement.

0:10 — Core teach (25 min). Walk Module I lessons 1–3. Anchor on the shift from *fear* → *leverage*, *scarcity* → *builder*, and *defaults* → *negotiable*.

0:35 — Exercise: Belief audit (20 min). In pairs, each person names 3 beliefs about AI at work. Sort each into Operator / Bystander / Blocker. Pick one Blocker belief to retire this week.

0:55 — Debrief (20 min). Round-robin: "Which belief am I retiring, and what replaces it?" Capture commitments on a shared doc.

1:15 — Close (15 min). Assign Module II pre-work. Set the operating cadence (weekly habit review).

Exercise library

Mindset

- **Belief audit** — sort beliefs about AI into Operator / Bystander / Blocker, retire one.
- **Prompt before Google** — for one week, log every search you replaced with a prompt.

Operator Habits

- **Draft-with-AI** — every doc starts as an AI draft; editor's job is to ship, not to write from blank.
- **Decision log** — capture 3 decisions/week with the AI prompt or assist used.

AI-Native Systems

- **SOP rewrite** — pick one SOP and rewrite it AI-native (which step is now agentic?).
- **Weekly model review** — 30 min/week to swap models, prompts, and tools across the team.

30 / 60 / 90 day rollout plan

Days 0 – 30 · Pilot pod

- Enroll 1 pilot team (5–10 people) in Change Agents Academy.
- Run Module I live with the pod (use script above).
- Each member retires one Blocker belief and adopts one Operator habit.
- Pick 1 workflow to rewrite AI-native by day 30.

Days 31 – 60 · Habit & system

- Run Module II + III with the pilot pod.
- Ship the rewritten AI-native workflow into production for the pod.
- Identify 3 internal trainers from the pod (the new Change Agents).
- Brief leadership on early wins using the Measurement checklist below.

Days 61 – 90 · Cascade

- Internal trainers run Module I with their own teams.
- Each team commits to 1 AI-native workflow rewrite of their own.
- Stand up a weekly 30-min model + workflow review across teams.
- Quarterly: refresh beliefs, audit habits, retire dead workflows.

Manager talking points

- "We're not rolling out a tool. We're rolling out a way of working."
- "Mindset shapes habits. Habits shape systems. We're working all three at once."
- "You'll see drafts move faster, decisions logged with their AI assist, and SOPs rewritten AI-native."
- "Success looks like change becoming a daily habit — not a quarterly initiative."

Measurement checklist (leading indicators)

- % of team with an active AI workflow they use daily
- # of SOPs rewritten AI-native this quarter
- # of decisions logged with AI assist this week
- Time-to-first-draft on standard deliverables (should drop)
- # of internal trainers certified (cascade depth)
- Belief shift — quarterly pulse: "AI is leverage, not threat" (% agree, trend)

◆ Always be curious · Have fun · Be extraordinary ◆

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