

CONVERSATION GUIDE

HOW TO TALK TO YOUR TEAM ABOUT ARTIFICIAL INTELLIGENCE

This guide helps CEOs, executive directors, and HR leaders start honest, values-driven conversations with their teams about artificial intelligence. It is designed to reduce fear, foster inclusion, and open the door to shared innovation.

Opening the Conversation:

"I want to acknowledge that artificial intelligence is something many of us are hearing a lot about—and maybe feeling unsure about. This is not a conversation about replacing people. It is a conversation about how we grow together, protect what matters, and use tools to serve our mission more effectively."

Questions to Ask Your Team

UNDERSTANDING THE CLIMATE

"What do you think of when you hear the term artificial intelligence?"

"Are you feeling excited, uncertain, or concerned about how artificial intelligence might affect your role or our organization?"

ADDRESSING FEAR WITH EMPATHY

"What fears or questions are top of mind for you?"

"What do you need to feel more confident as we explore new tools or systems?"

EXPLORING SHARED OPPORTUNITIES

"Where do you see opportunities to make your work more efficient or impactful using technology?"

"How can we make sure our values stay central as we adapt?"

INVITING CO-CREATION

"What would you like to learn more about?"

"What ideas do you have for using artificial intelligence ethically and creatively in our work?"

What to Avoid in the Conversation

- Do not make vague promises (such as "this will not affect you")
- Do not lead with tech jargon or automation stats
- Do not dismiss fear—acknowledge it with care

Suggested Closing Message:

"This is the beginning of an ongoing conversation. As your leader, I am committed to walking through this with you—not ahead of you. We will listen, learn, and lead together."

ETHICAL AI READINESS TOOLKIT

PEOPLE BEFORE PLATFORMS

A Quick Checklist to Help You Assess Whether Your AI Strategy Honors Your Mission

LEADERSHIP & CULTURE

- ☐ We have aligned artificial intelligence efforts with our mission and values.
- ☐ We have talked openly about artificial intelligence at all leadership levels.
- ☐ We include DEIBJ (diversity, equity, inclusion, belonging, and justice) in all artificial intelligence adoption discussions.

EMPLOYEE EXPERIENCE

- ☐ We have explained which artificial intelligence tools we are using or plan to use.
- ☐ We have provided or sourced training on artificial intelligence basics.
- ☐ We make clear how artificial intelligence decisions (like automation) are made and reviewed.

AI LITERACY & TRANSPARENCY

- ☐ We have listened to employee concerns and questions about artificial intelligence.
- ☐ We provide emotional and mental health resources to support change and uncertainty.
- ☐ We actively seek input from frontline and support staff, not just senior leadership.

FAIRNESS, PRIVACY & ETHICS

- ☐ We have reviewed all artificial intelligence tools for bias or harm.
- ☐ We protect the privacy of employees, patients, clients, and communities when using artificial intelligence tools.
- ☐ We have assigned responsibility for ongoing ethical oversight of technology use.



You are not just capable. You are called. And your mindset is the gatekeeper to your calling.

— Deborah Stallings, MA, SHRM-SCP