

Tentative Agenda

AI Summit & Micro-Credential

April 30 - May 1, 2026 – Sheraton Suite Chicago O’Hare Hotel
Chicago, IL

THURS, APRIL 30	AI ESSENTIALS MICRO-CREDENTIAL	AI ADVANCED MICRO-CREDENTIAL
07:30 am - 08:30 am	Continental Breakfast & Registration Bags Sponsored by ESS/ Proximity Learning	
08:30 am - 08:45 am	Welcome & Introductions <i>Kelly Coash-Johnson, Executive Director, AASPA</i> <i>Kerry Frank, Senior Account Manager, BloomBoard</i>	
08:45 am - 10:00 am	<p>Modules 1–2: AI Foundations</p> <ul style="list-style-type: none"> ● Course overview and objectives ● pHCLE standards alignment ● Accessing and understanding AI tools ● AI concepts, terminology, and tool types ● How AI is changing work ● Top GenAI use cases ● Activities: Ideation exercise and rotating GenAI use-case stations 	<p>Module 1: Advanced Prompting Frameworks</p> <ul style="list-style-type: none"> ● Overview of AI model types (e.g., large language models) ● Anatomy of a strong prompt ● Advanced prompting strategies ● Fact checking and human-in-the-loop review ● Techniques for refining and improving AI outputs <p>Module 2: AI Opportunity Mapping</p> <ul style="list-style-type: none"> ● Framework for identifying low-risk, high-impact AI use cases in PK–12 administration ● Examples of AI applications in communications, documentation, and administrative tasks ● Activity: AI Opportunity Map – identifying potential AI use cases
10:00 am - 10:15 am	Networking Break Sponsored by iteach, a division of K12 Coalition	
10:15 am - 11:45 am	<p>Module 3: Responsible AI (asynchronous)</p> <ul style="list-style-type: none"> ● Ethics, bias, privacy, safety ● Legal and regulatory considerations ● Protecting individuals and organizations ● Activity: Think Like an Ethics Officer Lab 	<p>Module 3: Prompt Debugging Clinics</p> <ul style="list-style-type: none"> ● Diagnosing and repairing ineffective prompts ● Common prompting pitfalls and risks and how to avoid them ● Live prompt debugging and peer feedback ● EXMI’s Prompt Quality Framework <p>Module 4: AI Governance</p> <ul style="list-style-type: none"> ● Data security, privacy, and FERPA considerations ● Evaluating AI tool policies and protecting sensitive data ● Managing risks related to synthetic media and misinformation ● Developing responsible AI guidelines for organizational use ● Activity: AI Opportunity Map – Risk Identification and Mitigation
11:45 am - 12:45 pm	Networking Lunch Sponsored by BloomBoard	

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12:45 pm - 02:00 pm	<p>Module 4: Implementing Generative AI</p> <ul style="list-style-type: none"> • Fact checking and AI hallucinations • Writing effective prompts • Workplace applications: research, idea generation, content creation • Activity: AI Bio and content creation <p>Module 5: Prompt Engineering</p> <ul style="list-style-type: none"> • Writing effective prompts • Prompt frameworks and best practices • Activity: Prompting Lab 	<p>Module 5: Visual Generation & Communication</p> <ul style="list-style-type: none"> • Using AI to generate images, infographics, and short videos • Best practices for accessibility and clarity • Maintaining brand consistency in AI-generated visuals • Activity: Image and video generation case exercise
02:00 pm - 02:15 pm	<p>Networking Break Sponsored by Vanteo</p>	
02:15 pm - 03:45 pm	<p>Module 6: Applying AI in Human Capital Management</p> <ul style="list-style-type: none"> • AI use in HR functions such as talent acquisition, talent development in total rewards • Activity: Practical HR application exercise 	<p>Modules 6–7: Building Your AI-Powered Productivity System</p> <ul style="list-style-type: none"> • Moving from one-off AI use to structured workflows • Designing repeatable AI-supported administrative processes • Creating custom instruction sets for AI tools • Building prompt libraries and documentation for teams <p>Module 8: Team Workflow Design Sprint</p> <ul style="list-style-type: none"> • Analyzing current administrative workflows • Identifying opportunities for AI integration • Designing human-in-the-loop checkpoints • Developing implementation and evaluation plans • Activity: Design your AI workflow
03:45 pm - 04:00 pm	<p>Networking Break Sponsored by Moreland University</p>	
04:00 pm - 05:15 pm	<p>AI Sandbox</p> <ul style="list-style-type: none"> • The AI Sandbox is where application meets reality. During this hands-on session, we’ll explore three newer AI tools that can immediately save you time at work. After a full day focused on AI in HR, we’ll shift the conversation to using prompting to enhance your personal productivity and build your personal brand. This session is about moving beyond HR use cases and into how AI can elevate YOU! 	
05:15 pm - 06:30 pm	<p>Networking Reception</p>	

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FRI, MAY 1		
08:00 am - 08:30 am	Welcome Back & Breakfast	
08:30 am - 09:30 am	From Backlog to Board-Ready: How AI Can Rescue Your HR Policies - <i>Lindsey Tanner</i>	The Modern Investigator: Blending Due Process, Practical Wisdom and AI Tools in School HR Investigations - <i>Hillary Brewer & Rachel Risetto</i>
09:30 am - 09:45 am	Networking Break Sponsored by International Alliance Group (IAG)	
09:45 am - 10:45 am	I Am Not Really An Expert - <i>Pete Theis</i>	The Gem Finder: Leveraging AI to Limit Bias and Go Beyond "Gut Feelings" - <i>David Norman & Dr. Susan Coleman</i>
10:45 am - 11:00 am	Networking Break Sponsored by Marathon Health	
11:00 am - 12:00 pm	Sponsor Speed Networking	
12:00 pm - 12:45 pm	Networking Lunch	
12:45 pm - 01:45 pm	From Compliance to Coaching: The Future of AI Driven Performance Development - <i>Jeff Horton</i>	Legal Guidelines for Safe, Ethical, and Compliant AI Use in Education - <i>Gretchen Shipley & Chas Griffin</i>
01:45 pm - 02:00 pm	Networking Break Sponsored by Nimble Hiring	
02:00 pm - 03:00 pm	Building a Policy, Contract & Handbook Gem: An HR Practitioner's Walkthrough - <i>Jason Markey</i>	
03:00 pm - 03:15 pm	Wrap Up & Evaluation <i>Kelly Coash-Johnson, Executive Director, AASPA</i>	

*Topics and times are subject to change.

AV - Upbeat and Joveo