FUNCTIONAL LEADERSHIP WORKING SESSION

Build a shared way of working with AI. Then decide where capacity goes.

TEAM is a three-hour working session for a functional leadership team. Rehearse a disciplined method, apply it to real priorities and agree how any released capacity will be used.

Individual AI use does not become team value by itself.

Without a shared method, context is rebuilt, quality varies and saved time disappears. TEAM makes the work, judgement and capacity choice visible.

IDEAL FIT Function leader, up to 10 participants, 2-3 real priorities and approved AI access

REAL WORK

Customer or functional priorities with a clear acceptance test.

SHARED METHOD

POC frames the work. IMP guides the use. V&V checks the result.

LEADERSHIP CHOICE

Owner, destination and measure for any capacity released.

TEAM

1 PREPARE · 2 REHEARSE · 3 APPLY · 4 VERIFY · 5 DECIDE

3h	≤10	1-3	1
guided working session	participants	reviewed first versions	capacity decision

WITHOUT TEAM

AI use stays personal and tactical.
Each person rebuilds the context.
Quality and safe-use choices vary.
Time savings are hard to see or protect.

WITH TEAM

Real priorities drive the practice.
One working pattern is shared.
Judgement and acceptance are explicit.
Leadership owns where capacity goes.

WHAT CHANGES BY THE END

The team has practised the method in a safe scenario, used it on real work, produced reviewed first versions, agreed operating rules and named the capacity decision, owner and next action.

PERSONAL builds one leader's fluency. TEAM activates the team. ADVANCED connects the wider toolset. ACCELERATE redesigns a workflow.

Capacity must be measured. No percentage is promised.

HOW IT WORKS · SAFE REHEARSAL, REAL WORK, HUMAN JUDGEMENT

Practise the method. Apply it. Verify it.

Clearhaven provides a safe rehearsal. The team then transfers the same POC, IMP and V&V method to pre-agreed customer or functional priorities.

P	F	R	A	V
PREFLIGHT	FRAME	REHEARSE	APPLY	VERIFY + DECIDE
before	15m	45m	75m	45m

WHAT HAPPENS

01	**PREFLIGHT**	The leader selects 2-3 priorities, confirms access and safe information, and names what useful looks like.
02	**FRAME THE OUTCOME · 15m**	Agree the problem, outcome, context, boundaries and acceptance test.
03	**REHEARSE IN CLEARHAVEN · 45m**	Use POC, IMP and V&V on a demanding fictional case. Compare approaches and surface judgement.
04	**APPLY TO REAL WORK · 75m**	Small groups create and improve first versions against the selected priorities.
05	**VERIFY + DECIDE · 45m**	Test outputs, record limits, agree operating rules, owners, next actions and the capacity choice.

AI MAY HELP

Research, question, synthesise, analyse, draft, compare and challenge.

HUMANS RETAIN

Permission, context, judgement, acceptance, risk and the final decision.

CAPACITY GATE

What time might be released? Where will it go? Who protects it? What outcome will show value?

OPERATING RULE **Time saved is a hypothesis until the output is accepted, the capacity is protected and the business outcome is measured.**

WHAT THE TEAM LEAVES WITH

Outcome + Acceptance Brief

Problem, user, outcome, boundary and test.

Shared Team Method

POC, IMP and V&V, ready to repeat.

1-3 Reviewed First Versions

Useful outputs tied to agreed priorities.

Operating Rules

Permission, review, ownership and safe use.

Capacity Choice + Owner

Destination, protection and outcome measure.

Follow-up Evidence

Actions, limits and the next pathway decision.

Complete when the method is repeatable, outputs are usable, limitations are explicit and owners know the next action.

TEAM IS A co-led working session, remote or in person, applied to bounded work.

TEAM IS NOT Awareness training, a prompt library, a production build or full workflow redesign.

NEXT STEP **Book a 30-minute scoping call** incrementalpathway.com/team