Owner's Guide: Introducing AI to Your Team

A companion to the free slide kit “AI at [Company Name]: Where We're Headed”

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This guide goes with the ten-slide deck in this kit. The deck is built for you, the owner, to stand up in front of your team and talk plainly about AI: where the company is headed, what will change, what won't, and where each person fits. Every slide has speaker notes written in an owner's voice, plus a short tip in brackets that is meant for you only. This guide covers what the slides can't: how to prepare, how to run the room, how to answer the hard questions, and what to do in the 30 days after.

I use Grok Bot in my own business, so it's the example tool in the deck and in this guide. If you use a different tool, the approach works the same way.

1. Why this matters

When an owner says the letters “AI” in a team meeting, a lot of people hear something else. They hear “Is my job next?” Your employees see the same headlines you do, and many of those headlines are about replacing people. If you bring in AI quietly, or talk about it only in vague terms, people will fill the silence with their own worst guess. That's why the conversation matters as much as the tools.

Growth protects jobs. The honest case for AI in a small business is not about cutting people. It's about taking the repeat work off busy plates so the company can say yes to more customers without longer days. A company that grows is a steadier place to work, with more room to move up. That's the idea on slide 4, and it only holds up if you actually mean it. If your real plan is to cut, this deck is the wrong tool, and your team will figure that out quickly.

People deserve straight answers. Your team will trust you more for saying “I don't know yet, and I'll tell you when I do” than for a promise that falls apart six months later. The suggested answers in section 4 are written to be honest first and comforting second. Adjust them to fit your situation, but don't make them rosier than the truth.

A vision comes before the tools. If you open with a tool, people see a gadget, or a threat. If you open with where the company is going, they see a reason. That's why the deck puts your three-year vision on slide 2, before AI is even defined. Tools will come and go. Your vision is what connects all of this to your people's future, and it's the part they'll remember.

2. Before the meeting

Give yourself a week if you can. Most of this takes an hour or two, but the vision benefits from a few days of thinking.

- ☐ **Write your three-year vision.** Slide 2 asks for three sentences: what size you'll be or what you'll be known for, who you'll serve, and what that means for your people (promotions, new roles, new skills). Write them in your own words and say them out loud a few times. If a sentence sounds like a brochure, rewrite it until it sounds like you.

- ☐ **Fill in the blanks on slides 1, 2 and 8.** Slide 1: drop your logo into the placeholder and fill in your company name, your name and the date. Slide 2: the three vision blanks, and the matching brackets in that slide's speaker notes. Slide 8: the “Our approved tools” box, for example Grok Bot. While you're on slide 8, decide what counts as private information in your business, such as addresses, card numbers or health details, so you can name it out loud.
- ☐ **Pick one or two pilot tasks.** Slide 6 offers four examples: appointment reminders, follow-up emails and texts, repeat customer questions, and end-of-job paperwork. Choose work that repeats often, eats real time, and is easy for a person to check. Change the wording on the slide if your work looks different. You'll ask the team for their picks too, so treat yours as a starting point, not a final decision.
- ☐ **Choose who answers questions.** The third rule on slide 8 is “When unsure, ask.” That only works if people know who to ask. It can be you or a trusted team member, but it should be someone who has used the tool and is easy to reach. Say their name in the meeting.
- ☐ **Set a meeting time when people aren't rushed.** Avoid the end of a long day, the start of your busiest stretch, or the last hour before a weekend. Hold it during working hours, in person if you can, and leave room at the end so questions don't get cut off.
- ☐ **Rehearse once.** Click through the deck with the speaker notes open. If you plan to show Grok Bot live on slide 3, try the example ahead of time so it takes about a minute and works the first time.

3. Running the meeting

How to use the speaker notes

Each slide's notes are written as something you could say, in about a minute. At the end of each note is a tip in square brackets, like [Tip: Pause after the headline and let it land]. The tips are for you. Don't read them aloud.

- Read the notes a few times, then put them in your own words. Reading word for word from a screen feels stiff, and your team knows how you normally talk.
- Use Presenter View in PowerPoint so you can see the notes while the team sees the slide, or print the notes pages.
- Replace every bracketed blank before you present, especially on slide 2.
- On slide 4, the tip says to repeat the no-cuts point only if it is true. Take that seriously. More on this in section 4.

Suggested flow, 30 to 45 minutes

The times below add up to 45 minutes. For a 30-minute version, skip the live example on slide 3, move a little faster through slides 5 to 7, and keep at least 10 minutes for questions.

Time	Slides	What happens
0 to 3 min	1. Title	Welcome people, thank them for their time, and say plainly that the meeting is about AI and where the company is going.

3 to 8 min	2. Our next three years	Share your vision in your own words. Speak slowly. This is the heart of the meeting.
8 to 13 min	3. AI and AI agents	Explain the two words: AI answers a question, an agent carries out a task, and a person checks. Show one quick Grok Bot example if you can.
13 to 20 min	4 and 5. Why, and what changes	Make the growth case, then walk through what changes and what doesn't. Pause after the slide 4 headline.
20 to 25 min	6. What comes off your plate	Go through the four examples, then ask which one they would hand off first. Write their answers down.
25 to 28 min	7. Where the time saved goes	Explain that saved time goes into more work, new skills and room to move up. Only mention roles you can deliver.
28 to 32 min	8. Our rules	A person checks first, protect customer info, when unsure, ask. Name your approved tools and the person to ask.
32 to 35 min	9. How we'll roll it out	One task, small pilot, check and fix, then add more. Ask for pilot volunteers.
35 to 45 min	10. Your part and questions	Cover the four asks, then open the floor. Wait through the silence.

A few things that help in the room

- Keep it a conversation. Invite questions at any point, not just at the end.
- When you ask for questions, wait. Count to ten in your head. If nobody speaks, start with one you've heard before, like “Will this replace my job?”
- Write every question down, including the ones you can't answer yet. Say when you'll get back to people, then do it.
- If you don't know, say so. “I don't know yet” is an honest answer. A guess dressed up as a promise is not.

4. Five questions your team will likely ask

These are the questions I'd expect in almost any small business. Each suggested answer is something you could say in the room, followed by a note for you. Change the words to fit your company, but keep them true.

1. “Will I lose my job?”

> “That's a fair question, and I'm glad you asked it. I'm not bringing in AI to cut people. My plan is to use it on repeat work so we can take on more customers and grow. I can't promise that every job will look the same in three years. No owner can honestly promise that about anything. What I can promise is that I'll be straight with you, that you'll hear about any changes from me first, and that the time we save goes into growing the company and helping you build new skills.”
>
> **Note for you:** Only say “I'm not bringing in AI to cut people” if it is true. Don't say “nobody will ever lose their job” unless you are sure you can keep that promise no matter what happens to the business. If you

already expect a particular role to change, talk with that person privately before the meeting rather than letting them find out in front of everyone.

2. “Will AI watch or rate me?”

“No. We're using AI to help with tasks like reminders, drafts and paperwork, not to monitor you or score your work. If that ever changed, I would tell you first.”

Note for you: Give this answer only if it matches your plans and your tools. Be aware that many tools keep a history of what's typed into them. If someone asks whether you can see what they entered, give an honest answer about how your approved tool works.

3. “Do I have to learn this?”

“Over time, most of us will use it in some way, the same way we all learned email or our scheduling system. Nobody needs to become an expert, and nobody will be left to figure it out alone. We'll start with a few volunteers, learn from them, and show everyone else how it works before we ask you to use it.”

Note for you: If you can set aside work time for learning, say so. If you can't commit to that yet, don't promise it. Be patient with people who are slower to warm up. Some of your most careful employees will turn out to be your best checkers.

4. “What if it makes a mistake?”

“It will, sometimes. That's exactly why our first rule is that a person checks AI's work before it reaches a customer. If you catch a mistake, you're doing your job well, not failing at it. Tell us, and we'll fix the process.”

Note for you: Mean this when mistakes actually show up. If someone gets blamed for an error the AI made, people will stop reporting problems, and the checking step stops working.

5. “What about customer information?”

“We protect it. Only use the tools on our approved list, and never paste private details, like addresses, card numbers or health details, into anything that isn't approved. If you're not sure whether something counts as private, stop and ask [name]. You will never get in trouble for asking first.”

Note for you: Before the meeting, look at your approved tool's settings and terms so you understand how it handles what's typed into it, and make sure that fits any obligations you have to your customers. Then make your list of private information specific to your business.

5. Your 30-day follow-up plan

The meeting starts the conversation. What you do in the next month decides whether people believe it. The deck promises a slow, steady roll-out, one task at a time, and this plan keeps that promise.

Week 1: Follow up and get set up

- Within a day or two, send a short note to the whole team: thank them, restate your vision in three sentences, list the three rules, name who to ask, and answer any questions you couldn't answer in the room.
- Confirm your pilot volunteers and the first task. Use what the team said on slide 6 where you can.
- Give volunteers access to the approved tool and walk them through the task, including how to check the results.

Week 2: Run the small pilot

- Volunteers use AI on the one task while doing their normal work. Everything gets checked before it goes out.
- Hold a short check-in with the volunteers, about 15 minutes, partway through the week.
- Keep a simple log: what worked, what didn't, and how long the checking took.

Week 3: Check and fix

- Sit down with the volunteers and go through the log. Fix the steps, the instructions you give the tool, or the checklist.
- Decide together whether to keep the task, change it, or stop it. Stopping is a fine outcome if it isn't helping.
- Give the whole team a short update, including what went wrong. Honesty about problems builds more trust than a polished success story.

Week 4: Share and decide what's next

- Hold a brief team update, 10 to 15 minutes. Share what you learned and thank the volunteers by name.
- Pick the next task only if the first one is working. If it isn't, keep fixing before you add more.
- Revisit any open questions from the first meeting and ask again for task ideas.
- Set a regular rhythm going forward, such as a short monthly check-in on how AI is working for the team.

Signs to slow down

If people stop reporting problems, if checking takes longer than doing the task by hand, or if you hear the same worry more than once, pause and talk about it before adding anything new. Going slower now is cheaper than rebuilding trust later.

6. A closing word

You don't need to be an AI expert to lead this conversation well. You need a clear picture of where your company is going, honest answers to hard questions, and the patience to roll things out one step at a time. Your team already knows the work better than any tool does. Bring them in early, listen to what they tell you, and let their experience shape what comes next.

I hope this kit makes that first conversation a little easier. I use Grok Bot in my own business, and the same principles in this guide are the ones I follow: vision first, a person checks the work, and straight answers along the way.

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This guide and the companion slide deck are a free kit from Agentic Solutions, agenticsolutions.biz.