



GPT Innovation Team Training – Module 5

Module Title: Teach the Tools: Driving Adoption That Actually Sticks

Module Overview

The best AI tool is useless if no one knows how to use it - or worse, if they don't **trust it**. Your job is to make sure every leader and team member understands what the GPT agent can do, how to use it effectively, and why it makes their work easier, not harder.

This module equips you to become a **trusted guide**, a change agent, and a practical trainer who helps others *use GPT with confidence*.

Learning Objectives

By the end of this module, you will be able to:

1. Explain GPT's purpose and benefits in a way anyone can understand
 2. Build short, hands-on training sessions using the "Demo → Do → Discuss" model
 3. Handle common resistance and build trust with frontline teams
 4. Create quick-start guides, job aids, and mini-lessons that fit warehouse learning styles
 5. Track adoption and gather feedback to improve training materials
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Lesson Content (Scripted Format)

Part 1: Why Adoption Matters

"If they don't use it, it doesn't matter how smart it is."

The GPT agent is here to:

- Speed up decision-making
- Reduce errors
- Preserve knowledge
- Coach in the moment

But if users don't know what it's for or don't trust it, they'll ignore it. That's why we need **simple, clear, hands-on training** and visible support.

Part 2: The “Demo → Do → Discuss” Training Model

This is how people on the floor learn best:

<u>Step</u>	<u>What You Do</u>	<u>Example</u>
Demo	Show the GPT agent solving a real problem	“Watch how it builds a huddle script in 15 seconds”
Do	Let the learner try it with a supervisor or trainer	“Now try it with your own safety topic”
Discuss	Ask: “Did this help? Would you use it again? What was missing?”	Capture real feedback

Training should be quick, useful, and relevant to the work at hand.

Part 3: Messaging Matters – “What’s In It For Me?”

You’ll get questions like:

- “Is this going to replace my job?”
- “Can it be trusted?”
- “Why should I take the time to use this?”

Respond with simple, human answers:

“This won’t replace leaders - it makes good ones faster.”

“This gives you answers without waiting on someone else.”

“It’s like having a second brain that never forgets the SOP.”

Part 4: Tools You’ll Use

As a training team member, you’ll create:

- **Quick-start job aids** (PDFs, screenshots, posters)
- **Short demo videos** (screen recording + voiceover)
- **Mini lesson plans** (5–10 minute modules)
- **Adoption trackers** (who's trained, who's using it)
- **Feedback forms** (What worked? What didn't?)

All content should be:

- Short
- Visual
- Scenario-based

- Stored in the sandbox library and easy to access
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Practice Activity

Task:

Pick a real GPT use case (“Write a team huddle script” or “Coach a team member on attendance”).

Then:

1. Create a 1-page quick-start guide (can be Word or PowerPoint)
 2. Include:
 - What this GPT tool does
 - Why it helps
 - 3 steps to use it
 - Tips or FAQs
 3. Upload your guide to the “Training Aids” folder in the sandbox
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Quiz (Knowledge Check – 6 Questions)

1. What is the main purpose of GPT adoption training?
 - a. Teach employees how to code
 - b. Help leaders and team members confidently use the tool 
 - c. Limit how much GPT is used
 - d. Replace human coaching
2. What does “Demo → Do → Discuss” mean?
 - a. A programming model
 - b. A technical testing workflow
 - c. A hands-on learning approach 
 - d. A version control process
3. What should you say if someone asks, “Is this replacing us?”
 - a. “Not yet.”
 - b. “Yes, eventually.”
 - c. “It’s here to make your leadership faster and easier.” 
 - d. “Don’t worry about it.”
4. Which of the following is a good GPT training tool?
 - a. A 40-slide PowerPoint
 - b. A detailed 50-page user manual
 - c. A 1-page quick-start guide with visuals 
 - d. A long email with links

5. Which of these helps reinforce trust and adoption?
 - a. Telling users not to worry
 - b. Only training managers
 - c. Showing real examples and letting users test it 
 - d. Posting about it once
 6. Where should training resources be stored?
 - a. On a personal USB drive
 - b. In a shared sandbox or AI library 
 - c. In the IT email thread
 - d. Only on the whiteboard in the breakroom
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Reflection Prompt

“What’s one real situation in our DC where someone could have made a better decision - if they had the right info faster? How could GPT help next time?”

Submit using the Sandbox Reflection Form.



Completion Badge

Badge Name: *"Adoption Leader – Level 1"*

Requirements:

- Pass quiz
- Upload a quick-start guide
- Complete reflection