

Get More Done with AI!

AI for Adult Education Administrators!

COABE Virtual AI Conference

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What You Will Take Away?

A practical workflow for routine administrative work.

Prompt examples for reports, grants, outreach and staff support.

A review checklist for privacy, accuracy and professional judgment.





Where Does the Time Go?

- Reporting and program data.
- Grant development and funding research.
- Employer and partner communication.
- Marketing, presentations, and staff support.



Why is there never enough time?

- You finish a report and another deadline arrives.
- A new grant, employer request or staff issue lands on a full calendar.
- AI can help with freeing up time for your staff and yourself to do the job they were hired to do! Work with students and staff!

The Administrator's Workload!

“These tasks have to get done, but they can consume the time we need for planning and program improvement.”

- Preparing reports and responding to requests for information.
- Communicating with staff and resolving scheduling issues.
- Reviewing enrollment, attendance and student progress.
- Preparing meeting agendas and documenting follow-up.
- Keeping procedures and program information current.



Examples of AI support:

- Turn approved aggregate data into a draft monthly report.
- Convert staff notes into an agenda with decisions needed.
- Rewrite a lengthy procedure into a clear staff checklist.
- Draft a reminder about reporting deadlines.

The Work that is Needed to Help a Program Grow!

“Growth work often gets pushed aside because daily operations come first.”

AI can help us get an initial draft or plan on the page.

- Researching funding opportunities and developing proposals.
- Building relationships with employers and community partners.
- Outreach options for reaching prospective learners.
- Exploring new career pathways and training options for students and staff.
- Preparing presentations for boards, funders, and partners.



Examples of AI support:

- Compare a grant narrative with the funder's scoring criteria.
- Draft an employer email with a specific meeting request.
- Adapt an approved class description for different audiences.
- Organize initial ideas for a new pathway into questions to investigate.

A Practical Starting Point for AI

“You do not have to change your entire operation at once. Start with one task that takes more time than it should and build a useful workflow around it.”

A practical workflow for routine administrative work.

Look for tasks that:

- Repeat regularly.
- Begin with information you already have.
- Require substantial drafting or organizing.
- Have a clear person responsible for review.

Good Example: A staff agenda, a board-report draft, a partner follow-up email or a summary of approved program information.



The Human-Led Workflow

“You do not have to change your entire operation at once. Start with one task that takes more time than it should and build a useful workflow around it.”

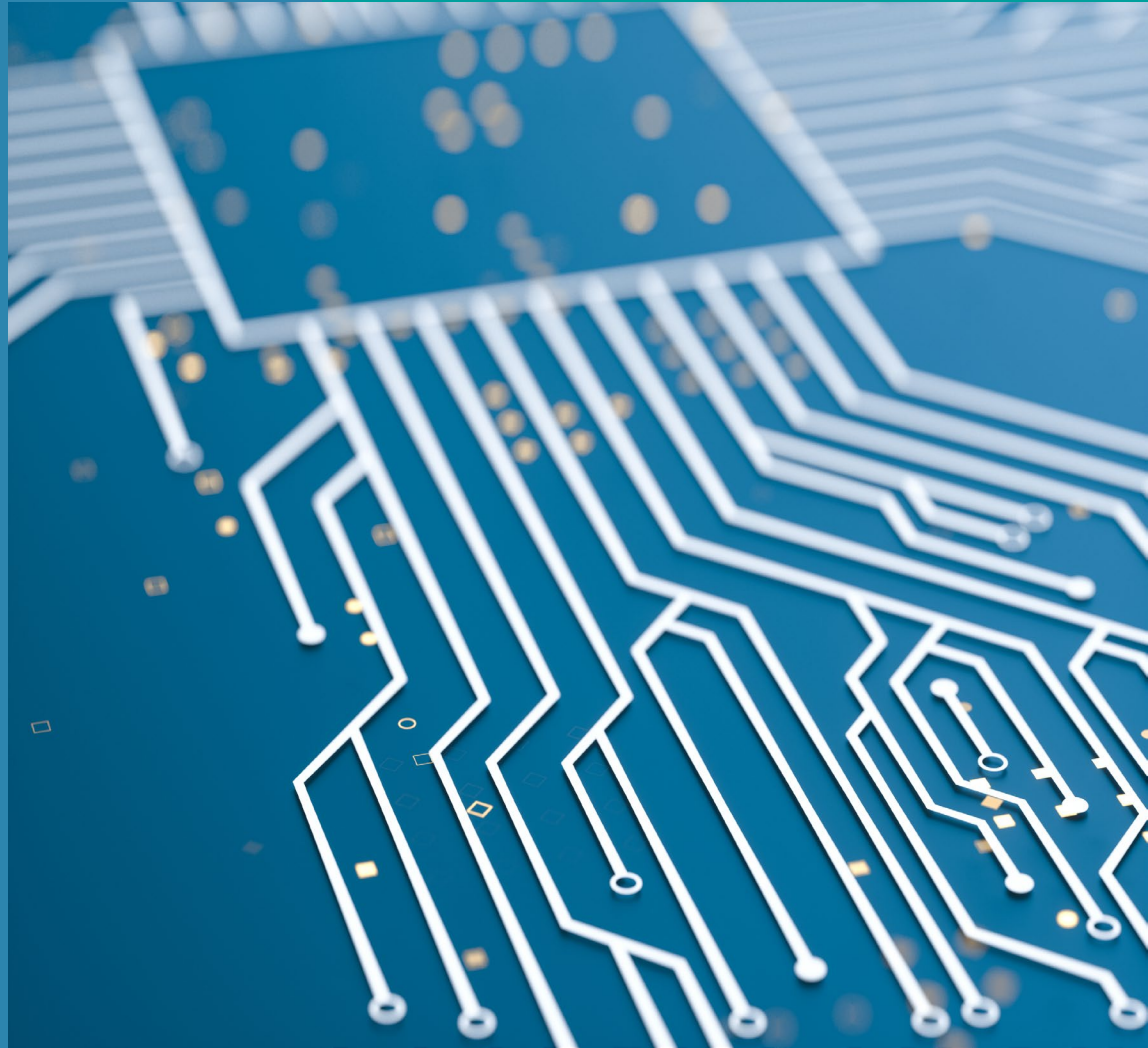
The Human Should Lead the Work!

Look for tasks that:

- Start with a real task and approved source material.
- Ask AI for a defined draft or analysis.
- Check for result against the source and program policy.
- Edit, approve and save for final version.

Good Example: A staff agenda, a board-report draft, a partner follow-up email or a summary of approved program information.





A Useful Prompt has 5 Parts!

- Role: Who the AI should help.
- Task: The specific deliverable.
- Context: Program, audience, and purpose.
- Source: The material it may use.
- Checks: Format, limits, and what to flag.

Sample Task 1: Preparing an NRS Performance Update.

You need to brief staff on measurable skill gains (MSG).

You have an approved aggregate report showing participants and participants achieving an MSG by educational functioning level.

You want AI to summarize the results and identify questions for follow-up.

For this example, assume these are the appropriate participants, and MSG counts from the approved report.

Educational functioning level	Participants	Participants achieving an MSG	MSG rate
ABE Level 1	40	18	45%
ABE Level 2	60	33	55%
ABE Level 3	80	48	60%
ABE Level 4	50	25	50%
Total	230	124	53.9%

Step 1: Provide the Source and Task!

“Analyze the aggregate NRS data below for a staff meeting. Calculate the MSG rate for each level and the overall rate using total participants. Show your calculations. Identify the highest and lowest rates, summarize the results in 100 words, and suggest four questions for staff to investigate. Use only the supplied data. Do not assume why performance differs.”

Educational functioning level	Participants	Participants achieving an MSG	MSG rate
ABE Level 1	40	18	45%
ABE Level 2	60	33	55%
ABE Level 3	80	48	60%
ABE Level 4	50	25	50%
Total	230	124	53.9%

Step 2: Review the Analysis

- Calculates the overall rate as $124 \div 230 = 53.9\%$, rather than averaging the four percentages.
- Identifies ABE Level 3 as the highest rate and ABE Level 1 as the lowest.
- Preserves the reporting period and definitions supplied with the report.
- Avoids claiming that instruction, attendance or staffing caused the differences.

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Step 3: Request Useful Follow-Up Questions!

Examples could include

How do attendance hours differ across levels?

Among participants eligible for post testing, how many completed a posttest?

Are gains or supporting records missing from the reporting system?

Do enrollment timing and persistence differ across levels?

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Step 4: Approve the Staff Summary.

Sample Summary

“Across the four ABE levels shown, 124 of 230 participants achieved a measurable skill gain, for an overall rate of 53.9%. Rates ranged from 45% in ABE Level 1 to 60% in ABE Level 3. These differences identify areas for review but do not explain their causes. Staff should examine attendance, post testing, enrollment timing and documentation before recommending changes.”

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Important Note!

“AI can help us calculate, organize and explain our data. We still have to confirm the reporting rules and investigate what is behind the numbers.”



Sample Task 2: Employer Outreach



- 1. Define the assignment:**
Act as a writing assistant for an adult education administrator. Help me draft an introductory email to a local employer about a potential training partnership.
- 2. Provide the context:**
Our program serves [learners served] and offers [instruction or training]. We want to contact [employer or industry] to discuss [specific workforce need or partnership idea].
- 3. Set the request:**
Ask for a 20-minute conversation to learn about the employer's hiring needs, entry-level skill requirements and interest in working with our program.
- 4. Specify the format and boundaries:**
Write a subject line and an email of no more than 150 words. Use a professional, conversational tone. Use only the facts I provide. Do not invent hiring commitments, credentials, funding or program outcomes. Ask me for any essential missing information.
- 5. Review and refine:**
After the draft, list the details I should verify before sending. Check that the email explains why the conversation would be useful to the employer and ends with one clear next step.

Sample Prompt: Hospital IET Partnership

“Draft a short email from an adult education director to a local hospital proposing an Integrated Education and Training (IET) partnership. Describe combining adult education with occupational training aligned to the hospital’s entry-level workforce needs. Ask about helping shape the training, offering interviews to program completers and connecting qualified graduates with available jobs. Request a 20-minute meeting. Use a professional tone and avoid promising employment.”

Hello Dr. Joe Schmo,

Our adult education program would like to explore an Integrated Education and Training (IET) partnership with Blackjack Hospital. Las Vegas healthcare employers advertise patient care technician openings, including your local postings with an estimated wage range of \$18.50–\$25.90 per hour.

Together, we could combine basic skills instruction with workforce preparation and occupational training aligned to your hiring requirements. We would welcome your input on the training and discuss interview opportunities for qualified completers and connections to available jobs.

Would you be available for a 20-minute meeting?
Thank you,

Dr. Elvis Smith
Jackpot Adult Education



Sample Task 3: Vague Idea! How to Improve Night Attendance.

Sample Prompt: Improving Evening-Class Attendance and Persistence

- “Our adult education program wants to improve attendance and help students stay enrolled in evening classes. Create a 30-day pilot plan to identify attendance patterns, gather student feedback, test practical supports and follow up with students who miss class. Include an owner role, deadline and measure for each existing staff and flag assumstep. Use ptions or resource needs.”
- **Measures:** Attendance rate, students returning after an absence and students still participating at day 30.
- **Takeaway:** “AI can organize the plan. Student feedback and program data help us choose the right actions.”

Timeframe	Action	Lead	Expected result
Week 1	Review attendance patterns and gather brief student feedback about barriers	Coordinator and instructors	Baseline attendance and priority concerns
Week 2	Test reminders and a clear process for reporting absences	Program support staff	Students know whom to contact
Week 3	Follow up after missed classes and offer a manageable return plan	Instructors or navigator	Students receive help returning
Week 4	Compare attendance with baseline and review continued enrollment	Coordinator	Decision to continue, adjust or expand the pilot

Privacy Guardrails

“Before uploading anything, ask if AI needs that information to complete the task.”

- Use AI tools approved by your organization.
- Use fictional examples or approved aggregate data whenever possible.
- Remove student names, IDs, contact details, and sensitive staff information.
- Check small details that could identify a student or employee.
- Follow your organization’s rules for uploading, storing and sharing information.



Good Example: For an attendance analysis, provide totals by class and week. Individual names and reasons for absences usually add unnecessary privacy risk.

Clear Review Before Use

“A confident response still needs review. The person approving the work remains responsible for its accuracy and use.”

- Assign a staff member to review and approve the output.
- Verify numbers, calculations, dates, and source references.
- Check for invented facts, unsupported explanations, or promises.
- Review the wording for audience, tone, and program requirements.
- Keep the source material and final approved version together.



Good Example: AI may suggest that poor attendance results from transportation problems. Treat that as a question to investigate until student feedback or other evidence supports it.

Free Advice! How to Make it Authentic!



1. **Assign tasks in teams:** When working on an AI project, working in teams allows for more creativity and more eyes looking over the AI output. Have your team present the project with you to ensure the plan is valid. Remember, the “powers to be” will contact you with any questions, not the team that created it.
2. **AI is not always right: Double-check** the work to ensure the data and output are correct. Avoid using it for legal or medical advice.
3. **Check the citations:** AI checks a number of sources when a question is prompted. Some sources may be superficial. Always ask it for deeper searches.
4. **Notice trends: Ever notice** all the artwork and presentations seem to look the same? Use the data and transfer the data to your own templates and social media art. Don’t be lazy. It will show.
5. **Keep up with AI updates and trends.** New features are showing up nearly every day. Keep yourself educated, as these tools will only improve your efficiency. In addition, keep up with legal trends regarding AI.
6. **Personal Privacy:** Use your school account only for work.

AI Developments to Watch!

“You can increasingly ask AI to prepare a complete work product. Availability depends on your subscription and organization’s permissions.”

- **Scheduled work:** Some tools can run recurring prompts, such as a Monday briefing or weekly status summary. Perfect for policy updates.
- **Research assistants:** AI can work through multiple sources and produce a report with citations. Useful for initial funding and workforce research.
- **Finished files:** Some tools create editable spreadsheets, Word documents and PowerPoint decks directly from your instructions.
- **Connected workflows:** AI can work across Excel and PowerPoint, helping turn program data into a presentation with less copying and pasting.

Near-future direction: Expect more tools to handle several connected steps in one assignment, with staff reviewing results and approving actions.

[References Linked Here!](#)



Thank You!

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