

CYC AI Adoption & Staff Enablement

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Connecticut Yankee Council | Scouting nonprofit serving youth | 2024–2026

AT A GLANCE | Adoption built through useful work and supported practice.

ORGANIZATIONAL CHALLENGE
Repetitive data, research and writing competed with frontline work. Colleagues initially saw AI as a novelty.

OPERATING SCOPE
Contact management, research, audit preparation and in-person training for 13 staff.

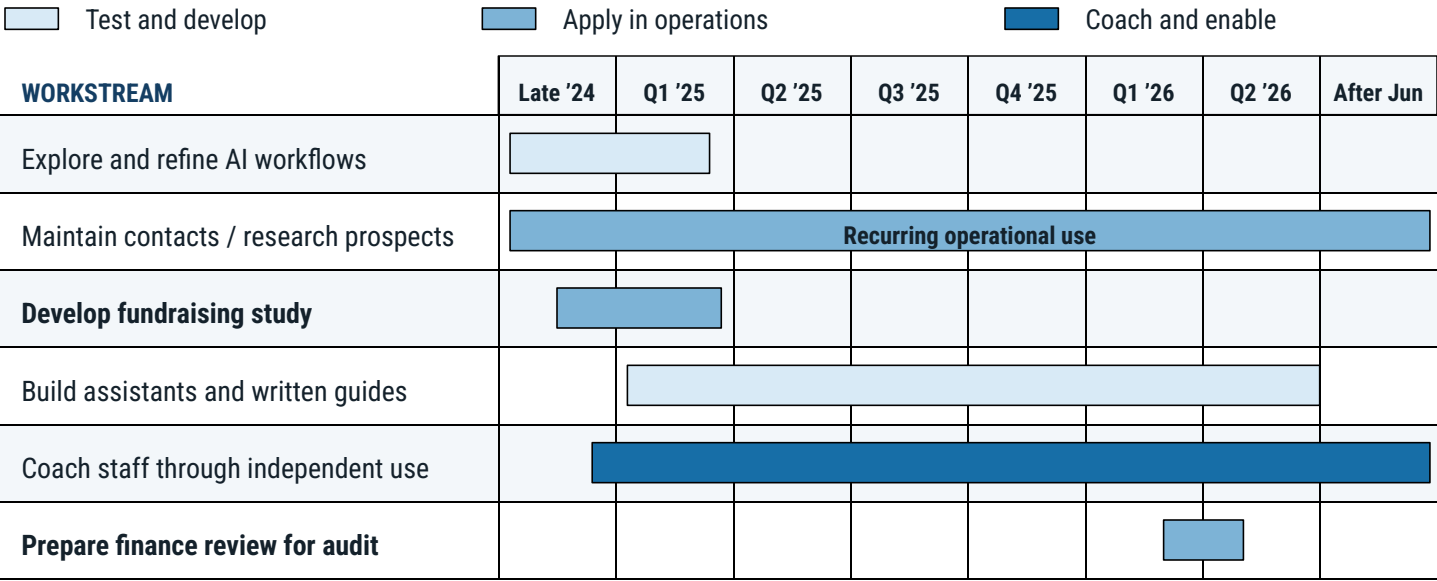
MY CONTRIBUTION
Self-taught, without formal AI training or mentoring; built workflows, produced leadership analysis and coached staff.

OUTCOME
Faster work, executive reports, independent use by early adopters and peer teaching.

Early results gave coworkers a reason to engage.

Cleaning and segmenting **2,000+ contact records** took about **2 hours**, including checks, versus an estimated **3 days**. This supported Game Dinner marketing, survey distribution and volunteer outreach. Practical results built interest; repeatable methods and coaching supported adoption.

IMPLEMENTATION THROUGH OVERLAPPING WORK



KEY DATES & OUTCOMES

A

JAN 2025: Survey launch

107 responses across two districts.

C

LATE 2025: Independent use

Four users within the early-adopter group.

E

JUNE 3, 2026: Staff training

In-person session; three follow-up guides.

B

SUMMER 2025: Leadership review

Findings and recommendations presented.

D

2026 CYCLE: Office Manager adoption

Prepares four letters using the GPT workflow.

F

AFTER TRAINING: Peer teaching

District Director trains Development Director.

Custom GPTs for Research & Financial Review

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Connecticut Yankee Council | 2024–2026

SURVEY RESEARCH: FROM RAW RESPONSES TO A LEADERSHIP REPORT

107 responses analyzed; 8-page report written in 1 week

Across two districts, I used LLMs to refine survey questions, analyze responses and write up findings on fundraising participation and alternatives.

STAGE	GPT CONFIGURATION & OUTPUT	MY REVIEW & DECISION
1 DESIGN	Refined questions to improve clarity and usefulness of responses.	Designed and selected the questions; built the branching Google Form.
2 ANALYZE	Refined GPT instructions to organize Forms exports and identify patterns.	Checked raw responses line by line and recalculated the results manually.
3 WRITE	Configured APA-style output: findings, limitations and recommendations.	Reviewed the report for accuracy and incorporated feedback from two coworkers.

Decision value Turned pricing, time and parental-support barriers into recommendations for simpler fundraisers, stronger unit margins and alternative-product pilots.

Presented the findings and recommendations to leadership in summer 2025.

A SPECIALIZED FINANCIAL-REVIEW GPT FOR AUDIT PREPARATION

Built a **task-specific GPT** to review **IRS Form 990** and audit reports, then developed its output into a **multi page report** for the Chief Financial Officer and Board Treasurer.

Assess requirements	Met with the CFO to clarify his goals, requirements and current approach; tailored the tool and review process to that starting point.
Configure the GPT	Review revenue, expenses, net assets, program costs, compensation and asset sales; separate routine changes from potential exceptions.
Structure the findings	Refined the GPT output into a review map with exact pages, sections, review questions and follow-up priorities.
Present for review	Presented a multi page report for the CFO and Board Treasurer’s audit preparation, identifying source pages, potential exceptions and review questions.

Some findings led to corrections; the CFO retained final authority.

Staff Training & Capability Transfer

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IN-PERSON STAFF TRAINING & INSTRUCTIONAL DESIGN

Designed and delivered an **in-person session for 13 staff on June 3, 2026**, extending individual coaching into formal staff training.

INSTRUCTIONAL FOCUS & MATERIAL	PRACTICAL CAPABILITY TAUGHT
AI literacy & prompting Getting Started with Microsoft Copilot	Introduced Copilot, context-rich prompts, source files and iterative follow-up questions.
Role-based analysis Practical AI Applications for Scouting Professionals	Used fundraising, operations and leadership examples to teach analysis, risk identification and critical questioning.
Custom GPT design Build Your Own GPT Guide	Defined job, role, context, output and challenge rules; taught how to test and refine the GPT.

Distributed all three guides after the session and offered individual support for getting started, building GPTs and applying AI to each employee’s responsibilities.

PROCESS STANDARDIZATION & COACHED ADOPTION

2025 BUILD & DEMONSTRATE	Built a GPT using task instructions, prior writing examples and digitized nomination files. Prepared four recognition letters in a reported 20 minutes ; the previous process was estimated at 32 hours .
2026 GUIDE & ENABLE	The Office Manager operated the GPT at her computer. I coached the first letter, then progressively stepped back as she completed the remaining three.

Transferred the GPT and operating method to the Office Manager, reducing dependence on one AI user.

Recognition letters were submitted for the Office Manager’s final approval, outside the 20-minute figure.

TRAIN-THE-TRAINER DEVELOPMENT

Coached the **District Director** in task breakdown, demonstration, written guidance and feedback, then deliberately taught him how to train others.

The District Director subsequently trained the Development Director, extending staff support beyond the original trainer.