

National Connector Program

AI Quick Reference Guide

What is AI?

AI is not magic. It is patterns and predictions: systems that perform cognitive tasks like learning, problem solving, and decision making. You can use it to augment your work, where it helps you do a task, or to automate a task entirely.

What AI Is Great At

- Brainstorming with you
- Summarizing documents
- Drafting communications
- Finding and gathering information
- Analyzing data
- Generating new content and images

Limitations of AI

- It can hallucinate, which means making up facts that sound right
- It reflects the biases in its training data
- It needs a human to check its work
- It cannot replace your judgement or accountability

AI Quirks

- **Gullible.** It can be tricked. Push back confidently and it will often agree with you, even when you are wrong. Ask it to explain and defend its answer instead.
- **Memory challenges.** Most AI tools now offer memory and custom instructions, but a new chat still knows little about the task in front of you. Restate the context that matters, or keep related work together in one project or notebook inside your tool.
- **Jagged intelligence.** Brilliant at synthesis and drafting, yet it can stumble on something as simple as counting the R's in "strawberry." Always verify exact numbers, names, dates, and dollar amounts.
- **Sycophantic.** It is eager to please and rarely volunteers criticism. Ask directly: "What is wrong with this?" and "What would a skeptical funder say?"
- **Careful with what you paste.** Use the AI tool your organization has approved, signed in with your work account. Do not paste connectee names, contact details, or other personal information into any tool you are not sure about.

CO-CREATOR: How to Prompt AI

The two most important elements are Character and Objective. Add the rest when you need better results. You can stop after the dash and still get something useful. Read together, the examples below build one complete prompt. Tip: put your instructions first, then separate your background information with ### or "".

Element	What It Means	Example
C: Character	Treat AI like an actor and give it a role.	"Act as an experienced Connector Program manager at a regional newcomer employment organization."
O: Objective	What's the request? Be specific.	"Help me recruit more connectors from the financial services sector in Halifax."
(the dash)	You can stop here and get something useful. Everything below makes it better.	Test your prompt with just C and O first. See what you get.
C: Context	What does AI need to know about you and your situation?	"Our connectee pool has grown faster than our connector roster, so qualified newcomers are waiting weeks for their first introduction."
R: Reasoning	Ask AI to explain its thought process.	"Briefly explain why each recruitment approach would appeal to a busy senior professional."
E: Examples	AI can't read your mind, but it can mimic.	"Follow the tone of the connector thank-you email I upload."
A: Additions	Small requests can get better responses.	Citations: "Include sources with your response." Counterarguments: "Include opposing views."
T: Template	What template or response format would you prefer?	"Use a table with columns for Organization, Why They Fit, Outreach Angle and Next Step."
O: Orient	Ask AI if it needs more information.	"If anything's unclear, ask questions before finalizing your output."
R: Restrictions	Tell AI what it should avoid.	"Do not invent program statistics, and do not describe connectors as volunteers."

Socratic Prompting

Use AI to question your assumptions before you choose a solution.

COPY-PASTE PROMPT

Help me think through how our Connector Program could recruit more connectors from sectors we have never approached. Ask one question at a time and wait for my answer. Start by asking where our current connectors come from. Challenge my assumptions and ask what evidence supports them. Explore alternatives before suggesting a solution. After five questions, summarize what we know and what we still need to check.

DRUDGERY: When to Use AI

If your task fits any of these categories, AI can help. Most Connector coordinator tasks fall into at least two.

Letter	Category	What It Means for Connector Coordinators
D	Drafting	Writing anything from scratch: outreach emails, social posts, connector recruitment pitches, event invitations, funding applications, monthly reports
R	Reading	Understanding long documents: funding calls and guidelines, government reports, policy updates, coordinator handbooks
U	Upcycling	Taking content you already have and turning it into something new: monthly report into a LinkedIn post, Halifax materials adapted for Fredericton
D	Designing	Creating visuals and social graphics. Most AI assistants can now generate an image from a description or edit a photo you upload.
G	Gathering	Collecting information from many sources: company research before a call, sector scans, regional labour market intelligence
E	Evaluating	Reviewing quality and analyzing data: feedback on a draft email or funding application, trends in your outcome tracking
R	Routine	Recurring tasks: monthly reports, weekly updates, templates you use again and again
Y	Yearning	Exploring ideas and learning: best practices, research questions, strategic thinking for your program

Ready-to-Use Prompts for Connector Program Work

These are the prompts from today's demos. Try every one with your own work. For the first two, turn on your tool's deep research or web search mode so the results come with sources you can check.

Sector Scan: Find New Connector Prospects

COPY-PASTE PROMPT

I coordinate a professional networking program for skilled newcomers to Canada called the Connector Program. I am trying to recruit professional connectors from the [sector] sector in [city/region]. Identify eight to ten employers or professional organizations. For each: a brief description, approximate size, news about growth or hiring from the past six months, and one or two reasons a senior professional there would be a strong connector candidate. Flag any with visible commitments to hiring newcomers or diverse talent. Put the results in a table and cite a source for every organization.

Pre-Call Brief on a Target Organization

COPY-PASTE PROMPT

Using the sector scan above, give me a one-page pre-call brief on [Company Name]. Include: what they do, publicly listed leadership, news from the past six months, workforce or talent challenges common in their industry, and two or three specific angles for why the Connector Program fits them. Cite sources and flag anything you could not confirm. Format it so I can read it in the ten minutes before a call.

Connector Outreach Email

COPY-PASTE PROMPT

Act as a senior program coordinator at a national newcomer support network. Using the brief above, write a 150-word outreach email to the [title] at [Organization], introducing the Connector Program and asking for a 20-minute call. Reference one specific, verified thing about their organization. Tone: warm and direct. Do not use the word 'volunteer' to describe connectors. Do not fabricate names or metrics. Include a subject line and a short follow-up message I can send a week later if I do not hear back.

Multi-Channel Marketing Content

COPY-PASTE PROMPT

Act as the community-facing communications lead for a professional networking program for newcomers. I need to promote [event or initiative] targeting [your audience] in [city]. Key messages: 1) [first message], 2) [second message], 3) [third message]. Generate: a LinkedIn post (120 words), a Facebook event description (100 words), an email invite subject line with preview text, and a description of one image I could create for the post. Tone: warm, community-focused, not corporate. Do not use the word 'volunteer' to describe connectors.

Funding Application First Draft

COPY-PASTE PROMPT

Act as an experienced grant writer for a nonprofit that supports newcomer employment. I am applying to [funder or program name]. I have attached the funding guidelines and [our last application / our program summary]. First, list the evaluation criteria and required sections from the guidelines. Then draft the [section name] section in under [word limit] words, matched to those criteria. Use only facts from the documents I provided, and mark anything I need to fill in as [TBD: confirm]. Finish with the three weakest points a reviewer would flag and how to strengthen them.

Summarize a Long Document or Funding Call

COPY-PASTE PROMPT

Analyze the attached document and give me: a five-bullet executive summary, a list of key dates and deadlines, any eligibility requirements, and three questions I should be asking based on what I have read. Clearly separate what the document says from anything you infer.

Monthly Report from Rough Notes

COPY-PASTE PROMPT

Act as a concise operations editor for a nonprofit workforce development program. Turn the notes I paste in into a professional monthly report with: Program Summary (two to three sentences), Key Activities (bulleted), Outcomes and Metrics, Notable Developments, Challenges, and Next Month Priorities. Do not fabricate numbers. Mark anything missing as [TBD: confirm]. Notes: [paste here, with connectee names removed]

Upcycle a Report into a LinkedIn Post

COPY-PASTE PROMPT

Act as the community-facing social media voice of a regional Connector program. I am going to paste in our monthly program report. Turn it into a 120-word LinkedIn post celebrating this month's impact. Community-facing tone. Warm and human. No jargon. Do not use the word 'stakeholders'. Then suggest one image idea I could create to go with the post. Report: [paste here]

Custom Instructions Starter Template

Set this once in your AI tool and every output will feel more like you and more relevant to your work. Adapt it for your actual role and region.

COPY-PASTE PROMPT

I work as a [connector coordinator / program manager] for [organization name] in [city/region], which runs the [local connector program name] as part of the National Connector Program. My primary work involves connector recruitment, connectee intake and matching, marketing our program in the community, funding applications, and monthly reporting. My audience is [newcomer professionals / local business leaders / community organizations]. I prefer responses that are warm but professional, direct, and free of jargon, written in Canadian English. Never fabricate statistics or program metrics. Keep outputs under [your preferred length] unless I specify otherwise.

Where to Find Custom Instructions

Where	How to Access
Copilot	Settings menu (top right) → Chat settings → Personalization → Custom instructions → Edit. While you are there, check what Copilot has saved to memory.
Other AI tools	Look in Settings under Personalization, Memory, or Custom instructions. The name changes from tool to tool; the idea is the same.
Can't find it?	Your IT team may have turned the setting off. Paste the template at the start of a new chat instead and you get most of the benefit.

End of Participant Handout