**WELCOME & ORIENTATION GUIDE**

 **WELCOME TO THE CAMPS AI WORKING GROUP**

This monthly workshop series is built exclusively for CAMPS members to help manufacturing and supply chain professionals explore and adopt real-world AI tools. It’s designed to be approachable, hands-on, and highly relevant to your day-to-day work.

Whether you're in operations, HR, marketing, or admin, these sessions will help you save time, reduce repetitive work, and improve your workflows—starting with tools like ChatGPT and Quadratic.

Each company is encouraged to designate an **AI Champion** to attend every session, bring the right people in as needed, and help drive adoption internally.

**WHAT TO EXPECT**

* Monthly 1-hour Zoom workshops (live + recorded)
* Hands-on demos of AI tools like ChatGPT, Quadratic, image generation, and more
* Specific use cases by department: Admin, Marketing, HR, Production, etc.
* Slack workspace for ongoing support, Q&A, and peer learning
* Downloadable prompts and tools after each session

**SLACK COMMUNITY OVERVIEW**

**Why Slack?** To keep the learning going between sessions. This is where members can:

* Ask questions
* Share prompts, tools, and tips
* Access recordings and key takeaways
* Celebrate quick wins
* Discover tools and use cases across departments

**Main Channels:**

* #ai-working-group → General updates, recordings, announcements
* #questions-help → Ask anything, get support
* #prompt-sharing → Share and collect sample prompts
* #ai-app-suggestions → Post AI tools or app ideas you’d like to explore

**Department Channels:**

* #admin
* #production
* #marketing
* #hr

*Tip: Join channels that apply to your role or interests. Use threads to keep conversations organized.*

**PARTICIPATION GUIDELINES**

**In Zoom Workshops:**

* Stay on topic and respect everyone’s time
* Be concise; avoid monologues or tangents
* Use chat or raise hand features to engage
* All experience levels welcome—no question is too small
* No selling or promotions
* Help shape future sessions by suggesting topics

**In Slack:**

* Use threads to keep replies organized
* Tag people to direct questions or share follow-up
* Pin helpful resources when relevant
* Keep it professional, collaborative, and respectful
* Celebrate wins and share practical use cases
* No spam, politics, or off-topic content

**AI CHAMPION QUICK START GUIDE**

Each company should designate an **AI Champion**—a point person who attends every session and brings others in as needed. They serve as your internal guide for identifying use cases, sharing insights, and helping teams adopt tools.

**Your Role as an AI Champion:**

* Attend monthly workshops
* Share session insights with leadership and peers
* Help match tools to the right departments
* Post wins, prompts, and feedback in Slack
* Ask questions and contribute to the community

**Getting Started:**

* Choose 1–2 quick wins to apply immediately (e.g. summarizing emails, automating reports)
* Ask coworkers what tasks they’d love to streamline
* Try prompts shared by others in #prompt-sharing

**YOUR NEXT STEPS**

1. Accept your Slack invite and join the CAMPS AI Working Group workspace
2. Introduce yourself in #ai-working-group (name, company, role)
3. Join any department channels that apply
4. Mark your calendar for the next session
5. Share a challenge or repetitive task you want help with—we’ll tackle it together!

Let’s build the future of manufacturing—together, one tool at a time.