

## HUB INTERNATIONAL

# How I AI Video Series

### Expanded Video Topics: Months 3-12

#### Overview

This document expands the original curriculum from 1 video per month to 3-5 videos per month, providing more frequent touchpoints and varied learning angles within each monthly theme.

Each video remains focused on the monthly theme but explores different aspects, scenarios, or techniques to keep content fresh and avoid repetition.

#### Video Count by Month

Month	Theme	Videos	Month	Theme	Videos
3	Writing	3	8	Projects	4
4	Meetings	4	9	Presentations	5
5	Documents	4	10	Workflows	4
6	Spreadsheets	4	11	Analysis	4
7	Decisions	5	12	Teaching	5
<b>Total Videos: 42</b>			<b>(Months 3-12)</b>		

## Phase 1: Foundation (Month 3)

### Month 3: Writing & Communication Basics (CURRENT)

#	Video Title	Video Focus / Description
1	<b>Your First Draft Partner</b> <i>(Script Complete)</i>	Drafting client emails with context. Shows the difference between 'write an email' vs. providing recipient, relationship, and desired outcome. Demonstrates the revision loop.
2	<b>Finding Your Voice</b> <i>(NEW)</i>	How to share examples of your writing so Claude can match your style. Show pasting a previous email and asking Claude to draft something new in the same tone.
3	<b>Five Ways to Say It</b> <i>(NEW)</i>	When you are stuck on how to start a message, ask Claude for multiple opening options. Great for difficult conversations, sensitive topics, or when you need the right tone.

## Phase 2: Productivity (Months 4-6)

### Month 4: Meeting Preparation & Follow-Up

#	Video Title	Video Focus / Description
1	<b>Never Walk in Unprepared</b>	Paste your meeting agenda and ask Claude to help you anticipate questions, identify potential concerns, and prepare talking points.
2	<b>From Notes to Action</b>	Share rough meeting notes and have Claude organize them into key takeaways, decisions made, and action items with owners.
3	<b>The Follow-Up Email</b>	Draft professional follow-up emails that summarize what was discussed, confirm agreements, and outline next steps.
4	<b>Prep for the Tough Meeting</b>	Using Claude to prepare for difficult conversations: anticipating objections, practicing responses, and building confidence.

### Month 5: Document Review & Analysis

#	Video Title	Video Focus / Description
1	<b>Taming Long Documents</b>	Upload a policy document or report and ask Claude to summarize key points, create an outline, or identify the most important sections.
2	<b>Find What Matters</b>	Ask Claude to extract specific information: deadlines, dates, dollar amounts, or key terms from lengthy documents.
3	<b>Spot the Red Flags</b>	Have Claude review a document and highlight anything unusual, inconsistent, or that deserves special attention before you sign off.
4	<b>Compare and Contrast</b>	Upload two versions of a document or two different proposals and ask Claude to identify differences, gaps, or conflicts.

### Month 6: Data & Spreadsheet Assistance

#	Video Title	Video Focus / Description
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1	<b>Excel Without the Headache</b>	Describe what you want your formula to do in plain English and let Claude write it for you. No more Googling VLOOKUP syntax.
2	<b>Decode That Formula</b>	Paste a complex formula you inherited and ask Claude to explain what it does step by step in plain language.
3	<b>Organize My Mess</b>	Describe your data and your goal, and ask Claude how to structure or reorganize it for easier analysis.
4	<b>Pivot Table Rescue</b>	Walk through creating pivot tables, sorting, and filtering with Claude guiding you through each step.

## Phase 3: Strategic Thinking (Months 7-9)

### Month 7: Problem-Solving & Decision Support

#	Video Title	Video Focus / Description
1	<b>Think It Through</b>	Use Claude to walk through a decision by sharing the full situation and asking for different angles, considerations, and potential outcomes.
2	<b>What Am I Missing?</b>	After sharing your analysis or plan, ask Claude to identify blind spots, unstated assumptions, or things you have not considered.
3	<b>Argue the Other Side</b>	Have Claude present the strongest case against your position to stress-test your thinking before committing.
4	<b>Three Ways Forward</b>	When stuck between options, ask Claude to give you three different approaches with pros and cons for each.
5	<b>The Pre-Mortem</b>	Before launching a project or decision, ask Claude: 'Imagine this failed. What went wrong?' to surface risks early.

### Month 8: Project Planning & Organization

#	Video Title	Video Focus / Description
1	<b>From Idea to Plan</b>	Take a vague project goal and work with Claude to break it into phases, milestones, and specific tasks.
2	<b>What Will Take Longer Than I Think?</b>	Share your project plan and ask Claude to identify what you are likely underestimating or where bottlenecks might occur.
3	<b>Build My Timeline</b>	Describe your deliverables and deadline, and have Claude create a week-by-week or day-by-day work plan.
4	<b>Who Needs to Be Involved?</b>	Describe your project and ask Claude to help you identify stakeholders, approvers, and collaborators you might need.

### Month 9: Presentation & Content Development

#	Video Title	Video Focus / Description
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1	<b>What Do They Need to Know?</b>	Before building slides, describe your audience and topic. Ask Claude to identify the three most important things they need to understand.
2	<b>Structure My Story</b>	Work with Claude to create a narrative arc for your presentation that keeps your audience engaged from start to finish.
3	<b>Slide Text That Works</b>	Paste your draft slide text and ask Claude to make it more concise, impactful, or easier to understand at a glance.
4	<b>Anticipate Their Questions</b>	Share your presentation topic and audience, then ask Claude what questions they will likely have so you can prepare.
5	<b>Make Data Meaningful</b>	Share a chart or statistic and ask Claude how to explain it to someone unfamiliar with the context.

## Phase 4: Advanced Applications (Months 10-12)

### Month 10: Custom Instructions & Workflow Optimization

#	Video Title	Video Focus / Description
1	<b>Set Up Your Preferences</b>	Walk through updating Claude's user preferences with your role, common tasks, and communication style for a personalized experience.
2	<b>Build Your Prompt Library</b>	Create reusable prompt templates for tasks you do repeatedly. Save them and use them to save time every day.
3	<b>What Else Can You Do?</b>	Ask Claude to suggest new ways you could be using it based on your role and the tasks you have described.
4	<b>My Personal Workflow</b>	Feature an employee showing their custom Claude workflow that saves them significant time each week.

### Month 11: Complex Analysis & Synthesis

#	Video Title	Video Focus / Description
1	<b>Connect the Dots</b>	Upload multiple documents or share several data points and ask Claude to identify patterns, themes, or connections across them.
2	<b>Synthesize Perspectives</b>	Share input from different stakeholders or sources and have Claude combine them into a coherent recommendation or summary.
3	<b>Deep Dive Dialogue</b>	Show how to build understanding iteratively: start broad, then ask increasingly specific follow-up questions.
4	<b>The Complex Brief</b>	Demonstrate providing comprehensive context for a multi-faceted business problem and working through it with Claude.

### Month 12: Teaching Others & Paying It Forward

#	Video Title	Video Focus / Description
1	<b>Share Your Wins</b>	Feature employees sharing their best Claude discoveries with their teams and what impact it had on their work.

2	<b>Help a Colleague</b>	Tips for introducing Claude to a hesitant coworker: what to show first, how to make it relevant to their work.
3	<b>Explain It Simply</b>	Ask Claude to help you explain a technique you use to someone who is just getting started.
4	<b>Build Your Team's Tips Doc</b>	Create a shared document of prompts that work well for your team's specific type of work.
5	<b>Year in Review</b>	Look back at how far you have come. Celebrate growth and set intentions for continued learning.

### Immediate Next Steps for Month 3

1. "Your First Draft Partner" script is complete and ready for recording
2. Develop scripts for "Finding Your Voice" and "Five Ways to Say It"
3. Identify talent/demonstrators for each video

*Ready to develop full scripts for any of these topics!*