



LIFE3 | WORKFORCE DEVELOPMENT

AI & TECH LITERACY SERIES

AI & Tech Literacy for Workforce Development

Equipping clean energy workers, contractors, and workforce organizations with practical digital capability for the energy economy they actually work in.





LIFE3 WORKFORCE
DEVELOPMENT

WHO THIS IS FOR

Workforce **first.**

A program built for the people actually building the clean energy economy.



Job seekers & alumni

Stronger digital & AI skills to communicate clean energy training and hands-on experience.



Clean energy contractors

Better proposals, documentation, lead management, and customer follow-up.



Workforce organizations

Faster processing, stronger participant support, sharper reporting.



STAGE 01 OF THE FOUR-STAGE WORKFLOW

Better AI starts with better information.

AI can only work with the information and context it receives. The first step is gathering the real source material needed to understand the task.

SOURCE MATERIALS

 **Resume**

 **Job description**

 **Meeting transcript**

 **Cover letter**

 **Training records**

 **Project info**

Real Information + Relevant Context + Source Material → **INPUT**



LIFE3 USE CASE EXAMPLES

Meeting intelligence

Conversation → **Fireflies transcript**

Mock interview support

Resume + Job description + Cover letter + Interview transcript

KEY TAKEAWAY

Relevant source information gives AI something meaningful to analyze.



Turn information into a clear instruction.

Once the right information is available, the user must tell the AI what to do with it.

CORE PROMPTING FORMULA

Context + **Task** + **Desired Output** = **Better results**

? CONTEXT

What should the AI know?

Background, source information, what is relevant.

→ TASK

What should the AI do?

Analyze, summarize, draft, compare, extract, organize.

★ DESIRED OUTPUT

What should the result look like?

Format, structure, length, tone, constraints.



STRUCTURED AI ANALYSIS

Reusable instructions · Pattern recognition · Analysis



PRACTICAL EXAMPLE

Instead of:

"Summarize this meeting."

Stronger version:

Use the meeting transcript as the source. Identify key decisions, responsibilities, challenges, and action items.



STAGE 03 OF THE FOUR-STAGE WORKFLOW

AI organizes information into something usable.

After source information and structured instructions, AI can transform unstructured material into an organized result that is easier for a person to evaluate and use.



Structured output makes information easier to review and act on.

FROM UNSTRUCTURED → ORGANIZED

UNSTRUCTURED

Long transcripts, scattered notes, raw docs.



AI ANALYSIS

Pattern recognition, structure, summarization.



NOTES

ACTION ITEMS

FEEDBACK

REPORT

CAREER & BUSINESS INSIGHTS

USE CASE Meeting Intelligence

Conversation → Fireflies transcript → ChatGPT analysis → **Structured notes & action items**



STAGE 04 · FINAL STAGE

The human stays in the loop.

WHAT THE HUMAN REVIEWER DOES

 ACTION 01

Verify accuracy

Check names, dates, facts, calculations, claims.

 ACTION 02

Apply judgment

Interpret results with subject-matter expertise.

 ACTION 03

Correct errors

Fix inaccurate or unsupported info.

 ACTION 04

Decide what gets used

Whether to revise, share, implement, or discard.

FROM STAGE 03
AI OUTPUT



 **DECISION-MAKER IN THE LOOP**
HUMAN REVIEW

VERIFIED

CORRECTED

APPROVED



 **FINAL STAGE**
USABLE RESULT

 **AI assists. Humans decide.**
Technology accelerates the work. Judgment determines its value.

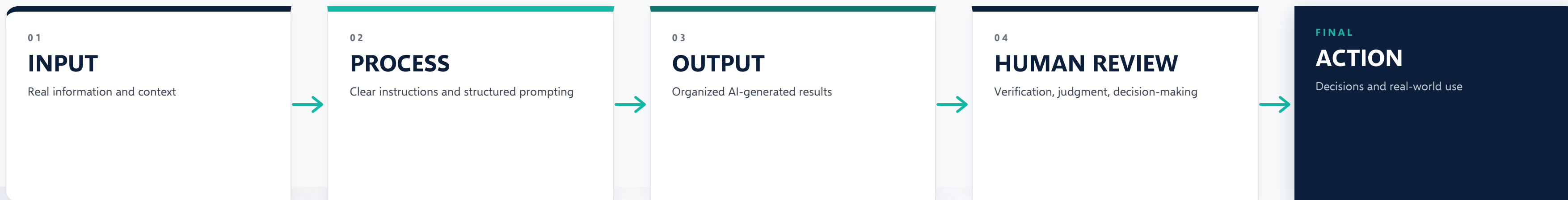
KEY TAKEAWAY

Don't skip review. It is the stage that makes AI output usable.



LIFE3 WORKFORCE
DEVELOPMENT
FROM INFORMATION TO ACTION

AI literacy is a **workflow**, not a tool.



LIFE3 MISSION

Move from using technology to leveraging it.

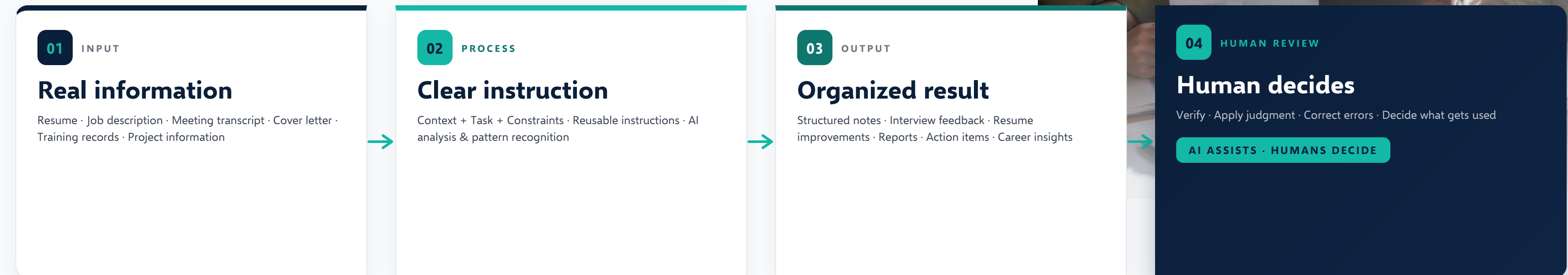
For careers. For operations. For clean energy growth.



LIFE3 is helping workers & employers **move from simply using technology to strategically leveraging it** — for careers, operations, and clean energy growth.

The Practical AI Workflow

A four-stage framework — turning **real information** into **verified, usable output** with human judgment always in the loop.



LIFE3 USE CASES: SAME FRAMEWORK, DIFFERENT APPLICATIONS

USE CASE Meeting Intelligence

Conversation → Fireflies Transcript → ChatGPT Analysis →

Structured Notes

USE CASE Mock Interview Support

Job Description + Resume + Cover Letter + Transcript →

Candidate Feedback

LIFE3 MISSION

Move from simply using technology to **strategically leveraging it.**

For careers. For operations. For clean energy growth.