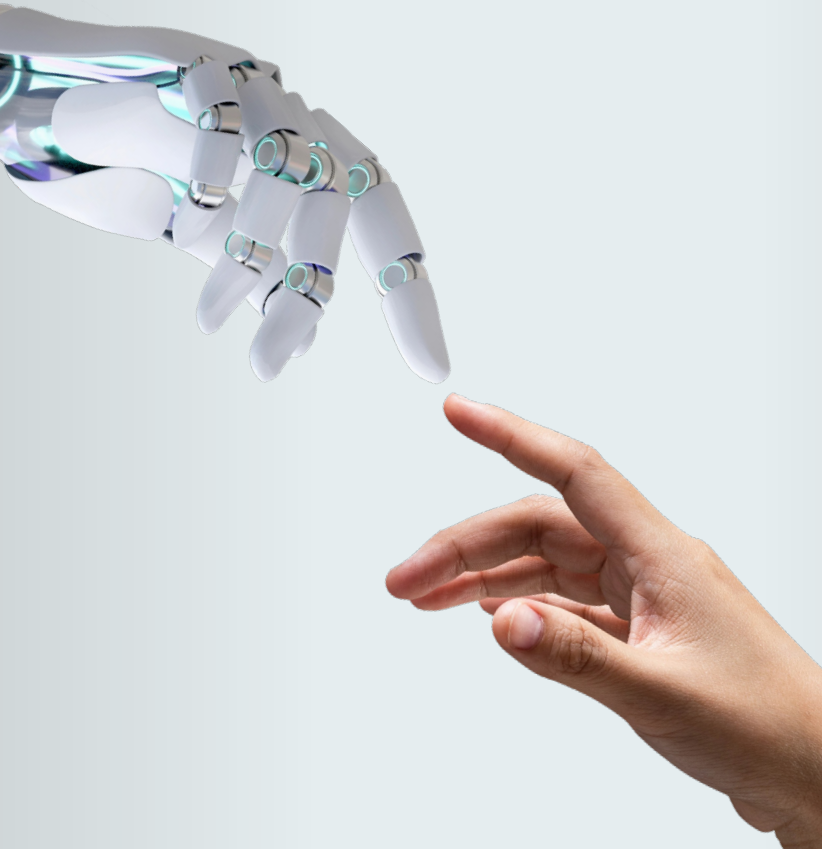




December 2025

ClubED

Bite-Sized Learning

CEI Monthly Newsletter



Club Education Institute

Bite-Sized Learning Newsletter — December Edition.

Lead Change with confidence — Five Ways AI Can Help

Most plans for change tend to focus on tasks. The best ones focus on people. While AI will never replace trust or human connection, it can give you clarity, speed and confidence when leading change.

Here are five practical ways AI can support your next initiative, complete with prompts and real club examples. Providing context to AI along with these prompts will ensure the most accurate responses.

1: Draft clear change briefs

Shape communications around what's happening, who's affected and why.

Example: A club undergoing an amalgamation uses AI to draft a one-page summary explaining the rationale, benefits and challenges.

Prompt: “Create a one-page summary that explains the rationale for this change, outlines key benefits and highlights potential risks. Use clear, professional language suitable for members.”

2. Plan engagement & tailor messaging

Design strategies that resonate across

AI won't lead change for you, but it can free you to lead it better.

members, volunteers, staff and the board.

Example: AI rewrites announcements for younger vs older audiences, adjusting tone and language.

Prompt: “Rewrite this announcement for two distinct audiences: frontline staff and board members. Adjust tone, level of detail and language to suit each group.”

3. Turn meeting notes into director updates

Save time by converting discussions into concise summaries and action points.

Example: After a strategic planning session, AI condenses notes into a three-point board update.

Prompt: “Summarise these meeting notes into a clear, three-bullet point update for the board. Include key decisions, identified risks and next steps in actionable language.”

4. Build your own change copilot

Create a private AI assistant or FAQ bot to answer common questions.

Example: AI powers a chatbot that answers member questions about governance reforms.

Prompt: “Generate a list of responses for the top 20 frequently asked questions from members and staff about this initiative. Ensure answers are accurate, friendly and easy to understand.”

5. Translate & humanise communications

Simplify language, localise tone and ensure inclusivity.

Example: AI rewrites a policy update email in plain English for diverse literacy levels.

Prompt: “Rewrite this policy update email in plain English at an eighth-grade reading level. Use a warm, welcoming tone and ensure inclusivity for diverse literacy levels.”

Start small. Choose one task this week to delegate to AI. Use the time saved to connect, listen and lead—the real work of change.

Lead the way in shaping an ethical AI future. Establish strong principles for data security, privacy and fairness, —not just as safeguards, but as a foundation for innovation and trust. By governing AI responsibly today, your club sets the standard for tomorrow’s member-driven excellence.

More information about AI governance can be accessed via:

- [A Directors Guide to AI Governance - AICD](#)
- [National Artificial Intelligence Centre](#) (NAIC) has published a “driving manual” in the form of guidance to help Australian businesses,

not-for-profits and other users to safely incorporate AI into their plans that can be accessed here: [Guidance for AI Adoption](#). The guide includes practical tools and templates, including handy information for those that might not know where to start, such as an AI policy template and an AI register template.

Upcoming Courses

Dates for Mandatory Director Training, professional development courses, and Club Education Seminars, and courses for 2026 can be accessed [here](#).

Company Directors Course™ from **Wednesday, 15 April 2026 to Tuesday, 21 April 2026** in a face-to-face session in Sydney.

Governance Foundations for Not-For-Profit Directors™ from **Thursday, 18 June 2026 to Friday, 19 June 2026** in a face-to-face session in Sydney, Dubbo and Newcastle.

Registrations for both courses will be open from 1 January 2026. ClubsNSW will provide a special link via circular prior to registrations opening.

For any enquiries, contact ClubASSIST on 1300 730 001.

Customised Training

Interested in bespoke or mandatory training for your board or region? We’re ready to deliver face-to-face sessions for groups of 10 or more! To discuss your learning needs, email me at RMendes@clubsnsw.com.au.

ClubLIFE PODCAST

The ClubLIFE Podcast tackles all of the burning issues within the NSW club industry, and features unique personalities and experts in their field. [Click here](#) to listen to one of the recent episodes featuring Pittwater RSL Director Julie Emerson.



Audio

