

4MAT

*9 steps to design a
workshop*

done with a GPT

an experiment



Second Brain Builder ★ AI enthusiast ★ Leadership Coach

→
Carousel - further slides...

Step 1 - Target Group

How do I begin creating a training program using the 9-step recipe?

prompt

Step 1: Define the Target Group

Interview question

To tailor the training program effectively, it's important to know who your participants are. Here are some questions to help define your target group:

1. **Number of participants:** How many people will be attending the training?
2. **Demographics:**
 - Age range
 - Gender (if relevant)
 - Education level
 - Geographic location
3. **Job roles:** What are the participants' job titles or roles?
4. **Experience level:** Are they beginners, intermediate, or advanced in the subject matter?
5. **Specific needs or challenges:** Are there any particular needs or challenges this group faces that the training should address?

Please provide as much detail as possible about your target group.

my answer

1. 50
- 2: mixed gender, age range 25-60, knowledgeable, worldwide
- 3: unclear
- 4: likely mixed
- 5: not sure



Step 2 - Define Learner Outcomes

Step 2: Define the Learner Outcomes

Interview question

Next, we need to determine what the participants will gain from the training. Answer the following questions to define the learner outcomes:

1. **Knowledge and skills:** What specific knowledge and skills should participants gain from the training?
2. **Application:** What will they be able to do better or differently after the training?
3. **Connection:** How will they connect these ideas to their personal or professional lives?
4. **Assessment:** How will you measure their understanding and ensure they have achieved the learning outcomes?

my answer

Please provide details on each of these aspects

- 1: Have an overview about a Second Brain and how AI might help with growing a Second Brain
- 2: The might start to build their own Second Brain. The understood the different phases of a Second Brain approach
- 3: I guess they will try to build their own version
- 4: Through the number of new connection with me on LinkedIn, conversations in the community and lively questions during the session

summary

1. **Knowledge and skills:** Participants will have an overview of a Second Brain and understand how AI can assist in developing a Second Brain.
2. **Application:** Participants will begin to build their own Second Brain and understand the different phases of the Second Brain approach.
3. **Connection:** Participants will likely apply the concepts by trying to build their own versions of a Second Brain.
4. **Assessment:** Success will be measured by the number of new LinkedIn connections, engagement in community conversations, and the number of lively questions during the session.



Step 3 - Define What you are Teaching

Step 3: Define What You Are Teaching

Interview question

Now, let's specify the content of your training. Consider the following steps to brainstorm and mindmap your content:

1. **Main topics:** What are the main topics you will cover in the training?
2. **Subtopics:** Break down each main topic into subtopics.
3. **Relationships:** How do these topics and subtopics relate to each other?

To help you organize this, you can create a mindmap. Let's start with the main topics and then we can dive into the subtopics.

Main topics might include:

AI magic

1. Introduction to the Second Brain
2. Role of AI in Developing a Second Brain
3. Phases of Building a Second Brain
4. Practical Steps and Tools for Building a Second Brain
5. Case Studies or Examples

my answer

Please add any additional main topic we can break them down into subtopics

Main topics:

- Short explanation of the Second Brain approach
- Showing my Obsidian Second Brain setup
- lead them through CODE - capture - organize-distill-express with concrete examples
- show where I connect with AI



Step 3 - continued

AI suggests topics and subtopics



Main Topics and Subtopics:

1. Short Explanation of the Second Brain Approach

- Definition and purpose of a Second Brain
- Benefits of having a Second Brain
- Historical context and evolution of the concept

2. Showing My Obsidian Second Brain Setup

- Overview of Obsidian as a tool
- Features and customization options in Obsidian
- A walkthrough of my specific Obsidian setup
 - Folder and note structure
 - Tagging and linking strategies
 - Plugins and integrations used

3. Lead Them Through CODE (Capture, Organize, Distill, Express) with Concrete Examples

- **Capture:**
 - Methods and tools for capturing information
 - Examples of what to capture (ideas, tasks, notes, etc.)
- **Organize:**
 - Strategies for organizing captured information
 - Demonstrating folder structures, tags, and links
- **Distill:**
 - Techniques for distilling information into useful insights
 - Examples of summarizing and synthesizing notes
- **Express:**
 - Ways to express and share the distilled information
 - Examples of writing, creating presentations, or sharing content

4. Show Where I Connect with AI

- Overview of how AI can enhance the Second Brain
- Examples of AI tools integrated with Obsidian
 - AI for note-taking and summarization
 - AI for organizing and retrieving information
- Demonstrating specific AI features and how they are used in my setup



Step 4 - Determine Your Concept

Step 4: Determine Your Concept

Next, let's determine the overarching concept that will connect your learners to the content in the most significant way. Using the formula "...Content/topic... A STUDY IN Concept...", we can create a guiding theme for your training.

Considering your topics, a possible concept could be "**Building a Second Brain: A Study in Personal Knowledge Management and AI Integration.**"

AI magic

my answer

None - actually the GPT decided to continue the next steps without my input 😂



Step 5 - Define the Essential Question

Step 5: Define the Essential Question

Now, let's craft the essential question to help focus on the learners' outcomes and guide the training. The essential question should encapsulate the key idea you want the participants to explore.

Essential Question: "How can integrating AI into the Second Brain approach enhance personal knowledge management and productivity?"

AI magic



Step 6 - Mindmap Skills and Activities

Step 6: Mindmap Skills and Activities

Next, we will create a mindmap of the skills and activities for each content area. Remember to include both right-brain (creative, intuitive) and left-brain (logical, analytical) activities.

1. Short Explanation of the Second Brain Approach

- Skill: Understanding the concept and benefits
- Activity: Interactive discussion or Q&A session

AI output - a bit vague

2. Showing My Obsidian Second Brain Setup

- Skill: Navigating and customizing Obsidian
- Activity: Guided walkthrough and hands-on practice with Obsidian

3. Lead Them Through CODE (Capture, Organize, Distill, Express)

- Skill: Applying the CODE framework
- Activity: Practical exercises for each phase (capture, organize, distill, express)

4. Show Where I Connect with AI

- Skill: Integrating and using AI tools
- Activity: Demonstration of AI tools followed by a hands-on activity to implement AI features



Step 7 - Connect Content to Learner

Step 7: Connect Content to Learner

Create a strategy to motivate and connect the learners' subjective world with the concept. Here's one possible approach:

- **Motivation Strategy:** Start with a compelling story or case study about someone who has successfully built a Second Brain and significantly improved their productivity.
- **Connection Activity:** Ask participants to reflect on their own productivity challenges and discuss how a Second Brain could address these issues.

AI magic



Step 8 - Categorize activities

Step 8: Categorize Your Activities

Ensure a balance of right-brain and left-brain activities. Adjust the activities if needed to achieve this balance.

*Here it is not yet
there ... need to tune
that further*



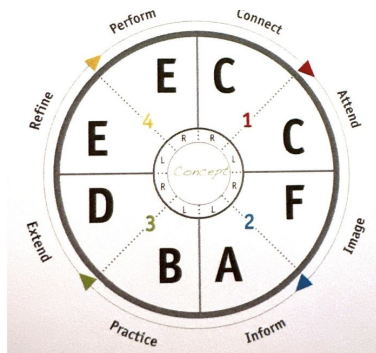
Step 9 - Fill the Learning Cycle Wheel

Step 9: Fill in the Learning Cycle Wheel

We will follow this order for the Learning Cycle wheel:

- **A:** 2L - Short Explanation of the Second Brain Approach
- **B:** 3L - Content, activities, practice
 - Short Explanation of the Second Brain Approach
 - Showing My Obsidian Second Brain Setup
 - Lead Them Through CODE with Examples
 - Show Where I Connect with AI
- **C:** 1R, 1L - Create the connection
 - Motivation Strategy and Connection Activity
- **D:** 3R - Extend options
 - Practical exercises and hands-on activities
- **E:** 4L, 4R - Edit, refine, perform
 - Interactive Q&A, discussions, and feedback sessions
- **F:** 2R - Bridge image to outcome
 - Reflect on learning outcomes and real-life applications

AI fills the Learning Cycle wheel in a specific order



With these steps, you now have a comprehensive framework to develop your training program. Do you need any further details or assistance with specific sections?



Visualize the Learning Cycle

Can you create a mermaid and visualize step 9?

```
graph TD
  A[ZL: Short Explanation of the Second Brain Approach]
  B[3L: Content, activities, practice]
  C[1LR, 1L: Create the connection]
  D[3R: Extend options]
  E[4R: Edit, refine, perform]
  F[2R: Bridge image to outcome]

  A --> B
  B --> C
  C --> D
  D --> E
  E --> F

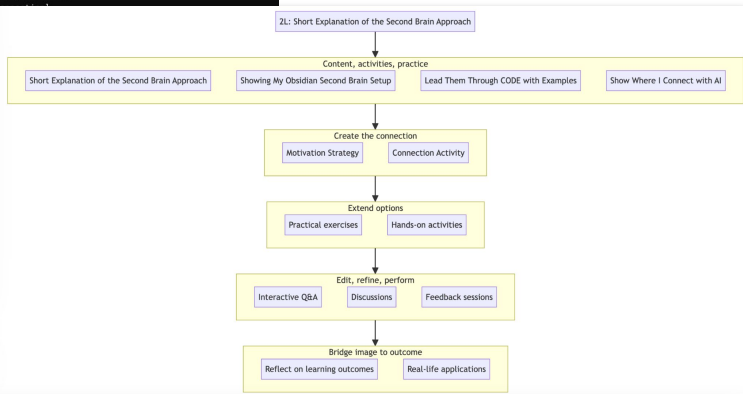
  subgraph B [Content, activities, practice]
    B1[Short Explanation of the Second Brain Approach]
    B2[Showing My Obsidian Second Brain Setup]
    B3[Lead Them Through CODE with Examples]
    B4[Show Where I Connect with AI]
  end

  subgraph C [Create the connection]
    C1[Motivation Strategy]
    C2[Connection Activity]
  end

  subgraph D [Extend options]
    D1[Practical exercises]
    D2[Hands-on activities]
  end

  subgraph E [Edit, refine, perform]
    E1[Interactive Q&A]
    E2[Discussions]
    E3[Feedback sessions]
  end

  subgraph F [Bridge image to outcome]
    F1[Reflect on learning outcomes]
    F2[Real-life applications]
  end
```



*I took the mermaid code and
ran it through
<https://mermaid.live/>*





Follow me on

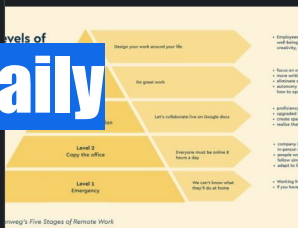
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Learning
insights...
...shared daily



Post

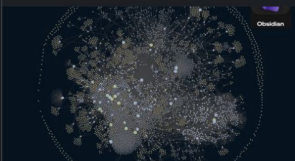
👁 Navigating Level 5 of Remote Work: A Journey of...



👍👎🗨️ 23 · 22 comments

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🌟 Second Brain and AI: Elevate your knowledge management...



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👍👎🗨️ 3 · 4 comments