

“Innovate & Lead: Strategies for School Leaders”

Unlocking Leadership Potential with AI
Day 2 - September 17, 2025



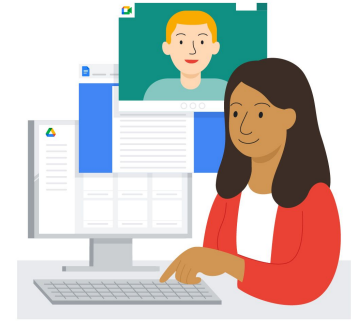
Welcome, School Leaders!

Today's session is **Unlocking Leadership Potential with AI.**

As a school leader, your time is your most valuable asset.

We will explore how you can leverage Artificial Intelligence not as a complex technology, but as a practical, everyday assistant.

This session will show you how to streamline communication, spark new ideas, and free yourself up to focus on what truly matters: leading your school community.



AI is all around us



Our guiding question:

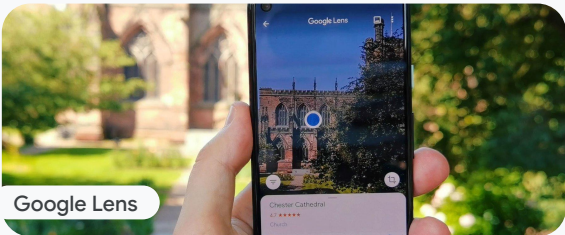
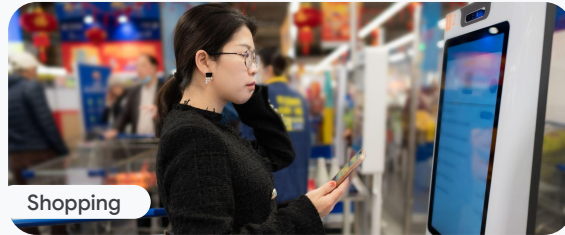
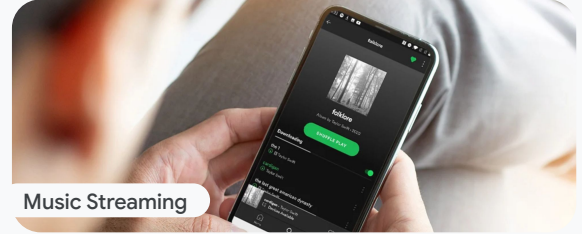
How does AI
influence my digital life?

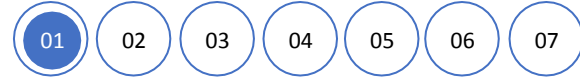


AI Spy

What AI did you identify?

What data is used by the AI?





What is AI?



Artificial Intelligence



AI is **simultaneously revolutionary** and something that's been quietly helping us out for years.

Kent Walker

President of Global Affairs, Google & Alphabet



Artificial intelligence (AI) is the **science of teaching machines to mimic intelligent human behaviours.**

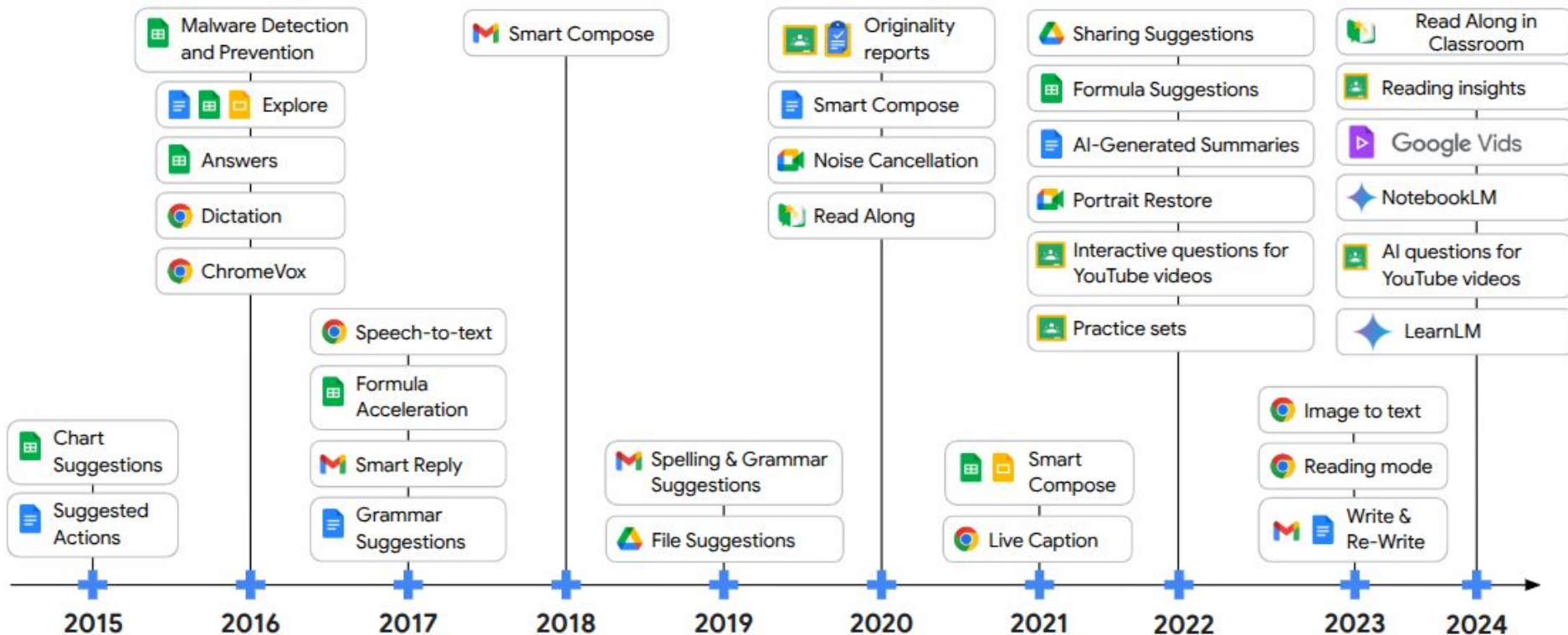
AI systems are taught and trained using computer programming that learns and adapts.

Kent Walker

President of Global Affairs, Google & Alphabet



Putting AI to work in Google for Education



Using AI Safely and Responsibly



Bias and Fairness

1

Like any new technological development, **AI needs to be evaluated for potential biases** that could negatively impact students and teachers.

2

AI systems reflect biases in their **training data**. Chatbot models are trained on vast published datasets that reflect societal biases around race, gender, culture, and more.

3

Biased AI systems could lead to **unequal educational experiences**, such as students getting different types of recommendations or responses.

4

Educators play a crucial role in identifying and mitigating algorithmic bias in the classroom.





Bias and Fairness - Example 1

Example 1: The Biased Career Counselor

Scenario: A teacher asks an AI tool, "Suggest a future career for a student who is good at science and is very caring."

The Biased Result:

If the teacher mentions the student is a **boy**, the AI might suggest "**Doctor**" or "**Engineer**."

If the teacher mentions the student is a **girl**, the AI might suggest "**Nurse**" or "**Primary School Teacher**."

Why it's biased: The AI has learned from old data where certain jobs were stereotypically associated with men and women. It is unfairly limiting the students' potential based on their gender, instead of just their skills (science and caring).



Bias and Fairness - Example 2

Example 2: The Biased Historian

Scenario: A student asks an AI assistant, "Who were the most important scientists in history?"

The Biased Result: The AI provides a list that is almost entirely made up of white men from Europe and America, such as Isaac Newton, Albert Einstein, and Galileo Galilei.

Why it's biased: The AI's knowledge comes from historical books and websites that have traditionally focused on Western history. It overlooks crucial contributions from women (like Marie Curie or Rosalind Franklin) and brilliant scientists from other parts of the world (like ancient Indian mathematician Aryabhata or physician Ibn Sina from the Islamic Golden Age). This gives students a narrow and incomplete view of history.

<https://g.co/gemini/share/b9c22ebda24a>



Hallucinations and Accuracy

Gemini is an **AI assistant** from Google which has limitations and **won't always generate accurate responses.**

When you are interacting with chatbots remember they can be **confidently wrong.**

Despite an answer or response sounding plausible, the details may be inaccurate.

For example when prompted to generate a range of citations for a topic, you might receive inaccurate yet plausible looking references.



We know the responses from chatbots are fallible, have limitations and won't always get it right. **The errors in the responses are called hallucinations.** When you use AI tools like Gemini, remember to **check the accuracy and appropriateness of responses.**

Stay in the loop and check your results carefully.



Hallucinations and Accuracy

Imagine you're **talking to a friend** who has read almost every book in the world but sometimes gets the **details mixed up** or **tries to guess** when they don't know the exact answer. That's a bit like an AI

It knows a lot, but it's not perfect: The AI has learned from a massive amount of information, but it can still make mistakes.

It can be "confidently wrong": The AI won't say, "Hmm, I'm not sure." Instead, it might make up an answer and present it as a fact. The answer will sound very believable and well-written, even if it's completely wrong.

This mistake is called a "hallucination": When an AI makes up facts, names, dates, or events, we call it a hallucination. It's not "lying" because it doesn't have intentions; it's just trying to provide the most likely-sounding answer based on the patterns it learned.

The main message is: Always be the smart human in charge! Use the AI for help, but double-check any important information it gives you, just like you would with any source.

Hallucinations and Accuracy



I can't seem to keep my plants alive! What are a couple of easy, indoor plant options?

Show drafts  



Keeping plants alive indoors can be tricky, but don't give up! There are many easy-care options that are perfect for beginners. Here are a few ideas:

- 1. Snake Plant (*Sansevieria*):** This popular plant is known for its tolerance for neglect. It thrives in low light and infrequent watering, making it ideal for forgetful plant parents. Plus, it comes in a variety of shapes and sizes to fit your space.
- 2. ZZ Plant (*Zamioculcas zamiifolia*):** Another low-maintenance option, the ZZ plant is known for its glossy, dark green leaves. It can tolerate a wide range of light conditions and watering schedules, making it a versatile choice.
- 3. Pothos (*Epipremnum aureum*):** This trailing vine is a classic for a reason. It's easy to propagate, grows quickly, and can thrive in both bright and indirect light. Just be sure not to overwater it.
- 4. Spider Plant (*Chlorophytum comosum*):** This adaptable plant produces tiny spiderettes that you can propagate to create new plants. It prefers medium light and moist soil, but can tolerate some neglect.
- 5. Air Plants (*Tillandsia*):** These unique plants don't need soil! They absorb moisture from the air, so you only need to mist them occasionally. They come in a variety of shapes and sizes and can be displayed in creative ways.

Bonus Tip: When choosing a plant, consider the amount of light your home gets. Most low-maintenance plants prefer indirect light, so avoid placing them in direct sunlight.

With a little research and the right plant choice, you can be on your way to a thriving indoor jungle!

*In this response, Gemini got some things wrong, like the scientific name for the ZZ plant — actually *Zamioculcas zamiifolia*, not *Zamioculcas zamioculcas*.*



AI In Educators lives



AI in our lives



AI can **never replace** the expertise, knowledge, or creativity of an educator - but it can be a helpful tool to **enhance and enrich** teaching and learning experiences.

Reference: [The Google for Education Guide to AI in Education](#)



Google's AI Principles

01

Be socially
beneficial

02

Avoid creating
or reinforcing
unfair bias

03

Be built and tested
for safety

04

Be accountable
to people

05

Incorporate
privacy design
principles

06

Uphold high
standards of scientific
excellence

07

Be made available
for users that accord
with these principles

In 2018, Google was one of the first companies to establish AI Principles as part of our commitment to developing technology responsibly.

- 01
- 02
- 03
- 04
- 05
- 06
- 07

Meet Gemini



What's Gemini?

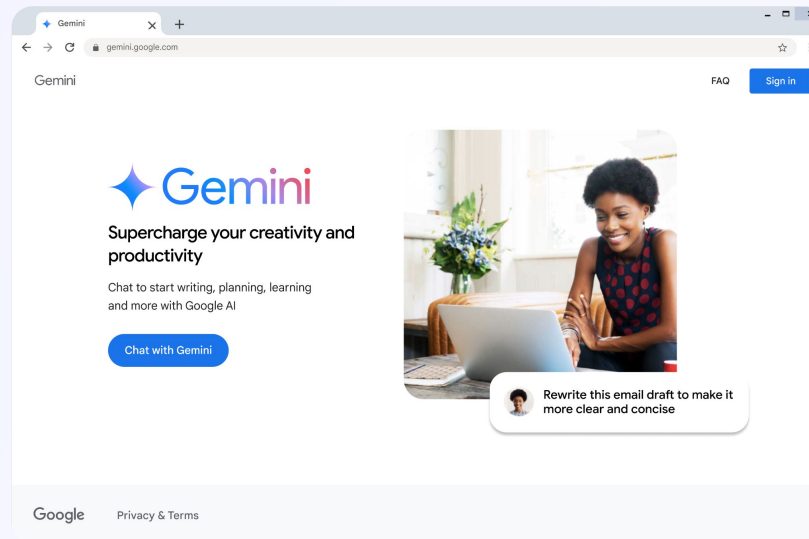
Gemini helps supercharge your creativity and productivity. Chat to start writing, planning, learning and more with Google AI.

What powers Gemini?

Gemini is powered by a large language model (LLM). LLMs are generative AI models that can predict words that are likely to come next, based on the user's prompt and the text it has generated so far.

Gemini is widely available

You can chat with Gemini in over **40 languages** and more than **230 countries & territories** — to help you easily collaborate with the best of Google AI



gemini.google.com



How to Write Effective Prompts for Gemini ?

Gemini



Importance of Prompts

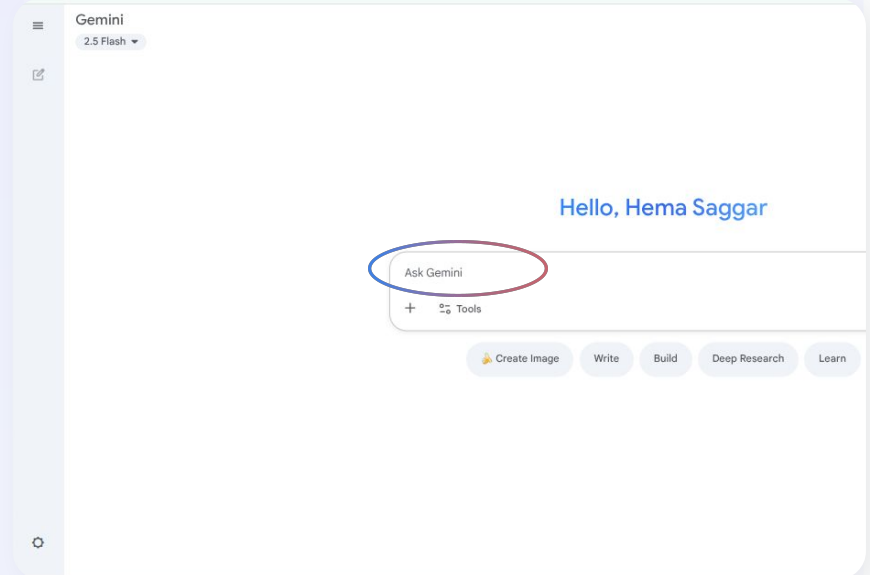
Why are prompts important?

A prompt is an instruction you write to interact with a chatbot.

Large Language Models (LLM) that power the chatbots can make sense of prompts written in a conversational tone. Natural Language Processing (NLP) is a significant development in improving AI systems.

When interacting with an AI chatbot like Gemini, the prompts you write play a key role in shaping the response. Thoughtful prompts lead to better results.

Next, we explore a structure to increase the quality of your prompts.





High Quality Prompt

Components of a High Quality Prompt

01

Persona / Role

02

Task / Steps

03

Format / Tone

04

Context / Constraints

05

Examples



High Quality Prompt

Persona / Role

Establish the role you want the chatbot to adopt that is appropriate for your task.

‘You are an experienced mentor to primary teachers.’

Task / Steps

Describe in detail what you want assistance with.

Describe the task in clear and direct language.

It is recommended you break down large tasks into smaller chunks.

Format / Tone

Include details of how you want the response to be **displayed or formatted**.

- Try asking for different formats: Tables, Bulleted lists, Markdown, etc
- Informal or formal tones, etc.



High Quality Prompt

Context / Constraints

Help the model understand the **constraints and context of your prompt**. Remember never to enter sensitive information in a chatbot which uses your activity for training – check if it is safe to share the context.

‘I am teaching a Year 5 class in an Indian primary school, who have explored sustainability for the last 3 weeks, but have not learned about food waste yet.’

Examples

Not always relevant but if you can, **give an example** of what you want to see in the responses.

Examples might include your initial ideas, previous work, formatting, writing style, etc.

Including examples is often called ‘few-shot prompting’.



Example 1:

Basic prompt

Generate 2 highly engaging classroom discussion activities for a project on reducing food waste.

High quality prompt

Act as an expert learning designer for secondary students with a focus on sustainability education.

Generate comprehensive teacher notes for 2 highly engaging classroom discussion activities for a curriculum project on reducing food waste.

Format in a clear and organised structure. Use headings, sub-headings and other formatting to highlight key instructions.

This project will be for a Year 8 class in a secondary school in Gurugram, India. The students are highly motivated and passionate about sustainability.

Eg. 1, 2, 4, All; Think Pair Share; Jigsaw; World Cafe

Persona

Task

Format

Context

Examples



Your Turn



[Establish the role you want the Gemini to adopt] [Describe the task in clear and direct language] [Include details of how you want the response to be displayed or formatted] [Include further contextual information] [Describe an example of a great response if you can]



Hands-on Time



Craft your Prompt

Category 1: Strategic Planning & School Improvement

- The School's Annual Academic Plan
- A School Policy on Academic Integrity and AI Usage
- A Proposal for a New School-Wide Wellness Program
- Revising the Student Code of Conduct

Category 3: Staff Management & Development

- A Professional Development Calendar for the Academic Year
- A Mentorship Program Outline for New Teachers
- Interview Questions for a Department Head Position
- A Teacher Observation and Feedback Framework

Category 2: Curriculum & Academic Oversight

- Designing a New Interdisciplinary Course or Program
- A Plan for Curriculum Mapping within a Department
- Analyzing Annual Examination Data for Actionable Insights
- A Framework for Integrating Project-Based Learning

Category 4: Parent & Community Communication

- Content Ideas for the Monthly Parent Newsletter
- A Speech for a Major School Event (e.g., Annual Day, Sports Day)
- A Communication Plan for a Crisis or Unexpected Event
- A Formal Letter to Parents Announcing a New Initiative

Start Chatting with Gemini

Here are some simple prompts to get you started

It is easy to get started with Gemini

1. Visit **gemini.google.com**
2. If you're not already signed in, sign in to your Google Account.
3. In the text box at the bottom, enter your question or prompt.
4. Tap or Click Submit.



Creativity

Generate 10 highly engaging name ideas for a curriculum project on reducing food waste.



Productivity

Analyse the effectiveness of this learning outcome and suggest some edits, alternatives or related ideas. "Explain why reducing food waste is important."

Remember, Gemini has limitations and won't always get it right.



Your Turn

Basic Prompt : Create a A Professional Development Calendar for the Academic Year

Advance Prompt :

Act as an experienced instructional coach and professional development coordinator. You are skilled in designing training that is engaging, relevant, and directly applicable to classroom practice. **Design a comprehensive and motivating professional development calendar for the 2025-2026 academic year. The plan must be collaborative in nature and strategically aligned with the school's key goals. Ensure the calendar includes a variety of session types to cater to different staff needs and schedules. A table with columns for: Month (Sept 2025 - Mar 2026), Workshop Title, Key Objectives, Target Audience (e.g., All Staff, HODs, Primary Teachers), and Format (e.g., Full-day, 90-min session). The school key goals for this academic year are to (1) Enhance inquiry-based learning, (2) Integrate technology for personalised feedback, and (3) Support student well-being. All workshops in the calendar must directly support one or more of these goals.**

<https://g.co/gemini/share/3763203bd651>



Google Lens in Gemini

You can upload images alongside text in your conversations with Gemini, allowing you to boost your imagination and creativity in completely new ways.

Images are a fundamental part of how we put our imagination to work, so we've added Google Lens to Gemini. Whether you want more information about an image or need inspiration for a funny caption, you now have even more ways to explore and create with Gemini.



Explain this diagram as per grade 8 students

Show thinking

Of course! Let's break down this diagram step-by-step, just like you would in a science class.

Photosynthesis: How Plants Make Their Own Food!

This picture shows us the amazing process of **photosynthesis**. Think of it as a plant's way of cooking its own food using sunlight. Let's follow the diagram from the top down.

1. The Big Picture: From Leaf to Cell

- **Leaf:** The process starts in the leaves of a plant. Leaves are like the plant's solar panels and kitchen all in one.
- **Plant Cell:** If you zoomed into the leaf with a powerful microscope, you would see tiny rooms called plant cells.
- **Chloroplast:** Inside each plant cell, there are even tinier green structures called **chloroplasts**. This is where the real magic of photosynthesis happens! The green color comes from a pigment called **chlorophyll**, which is excellent at absorbing sunlight.

2. The Ingredients (What the Plant Needs)

Just like a chef needs ingredients, a plant needs three main things for photosynthesis, which the arrows in the diagram show:

- **Light:** From the sun. This is the energy source, like the heat from an oven.
- **Water (H_2O):** The plant absorbs this through its roots and it travels up to the leaves.



Image Generation

Image Generation in Gemini

You can create captivating images for work, play, and anything in between with Gemini.

It's easy to use - simply enter a few words to bring your imagination to life, starting with English prompts. Click 'Generate more' for more options and download the ones you like.

Create an image of 5 Indian students (boys and girls) of grade 10 performing a practical in the Chemistry lab.

◆ Here is an image of 5 Indian students performing a practical in the Chemistry lab.



🛡 Describe your image

+ 🗨 📄 🖼 Image x





Canvas

Scenario: You are the coordinator for the "Annual Science Fair" and need a quick, simple webpage to share information with students and parents.

Prompt :

Act as a web designer. Create the complete professional-looking webpage for our school's 'Vidya Valley Innovators Fair 2025.'

The page needs:

A main title: 'Vidya Valley Innovators Fair 2025'

A short introductory paragraph.

Key information listed clearly:

Date: Saturday, November 22, 2025

Time: 10:00 AM - 3:00 PM

Venue: Senior School Auditorium

Two main sections with headings: 'Rules & Guidelines' and 'Project Categories.'

For the design, use a clean and modern layout with our school colors (blue and white) and make sure it is mobile-friendly.

<https://g.co/gemini/share/68b0d5c8f523>



Deep Research

Scenario: You are the Principal of a well-established CBSE school in New Delhi. You need to prepare a strategic plan to align your school's curriculum and teacher training with India's new National Curriculum Framework (NCF) 2023. This requires more than a simple summary; it needs a comprehensive analysis and an actionable roadmap.

Prompt:

Act as an educational policy expert. I am the Principal of a CBSE school in New Delhi and need a strategic plan to implement the NCF 2023 for grades 9-12.

Create a formal Briefing Note for my school board that includes:

Core Analysis: An analysis of the NCF's key shifts in multidisciplinary studies, assessment patterns, and the new credit system.

Implementation Hurdles: The top three anticipated challenges a school like ours will face.

Action Plan: A 3-year, phased implementation roadmap in a table format.

Teacher Resources: A short list of essential resources for teacher training.

The tone should be professional, and the content must be actionable.

<https://g.co/gemini/share/62b819591839>

Gems - Story Book

What School Leaders Should Create: The Strategic Storybook

As a school leader, you can use AI to create a "Strategic Storybook" as a unique communication tool.

Instead of a simple memo or assembly speech, a story can make abstract ideas tangible and relatable for students, especially in primary and middle school.

STORYBOOK: <https://g.co/gemini/share/baafbf7139f9>

STORYBOOK 2: <https://g.co/gemini/share/f9257bcc5fff>

Create an Image

What School Leaders Should Create: The Visionary School Leader

For a school leader, the image shouldn't just be decorative; it should represent a strategic vision.

The prompt should therefore create a scene that symbolizes progress, collaboration, and innovation within the specified Indian context.

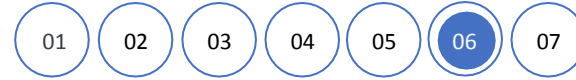
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Prompt Guide

<https://bit.ly/gemini-promptguide>





Generative AI Certification

Generative AI for Educators

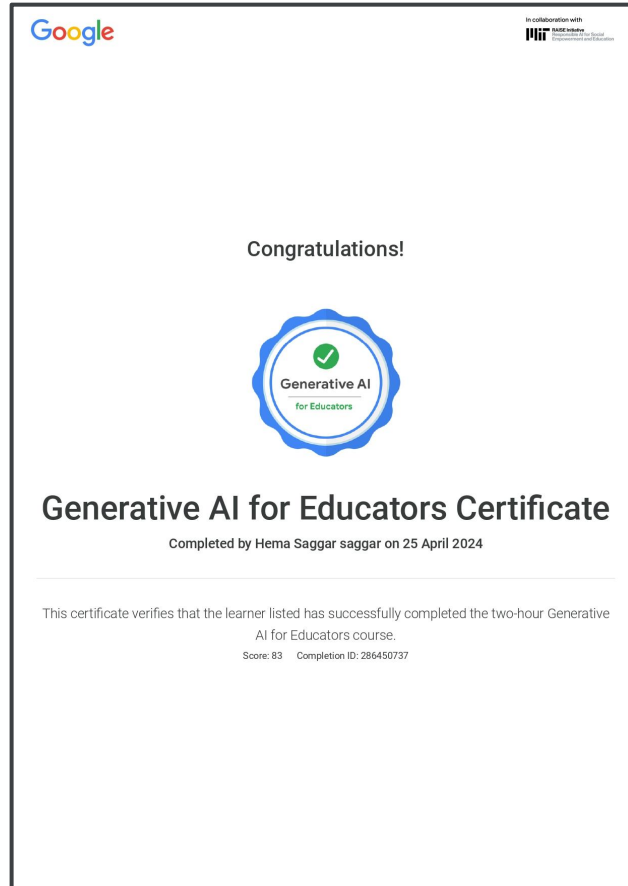
Generative AI for Educators course is designed to equip teachers with the knowledge and practical skills to leverage AI in their classrooms.

- creating personalized lesson plans
- automating tasks
- engaging students through dynamic content

Earn a certificate upon completion



Certificate



Generative AI for Educators

