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How to use the AI-GUIDE Toolkit

AI-GUIDE helps teachers and mentors use generative AI as part of study and career guidance. **AI supports reflection, planning and exploration; it does not replace the student's own thinking or the professional role of the human coach.**

AI-GUIDE at a glance

STUDENT	AI	HUMAN COACH
Brings experiences, questions and goals	Asks questions, structures reflection and explores options	Adds context, challenges assumptions and helps turn reflection into action

SET GOALS → REFLECT REGULARLY → REVIEW & PLAN AHEAD

How to use this toolkit

You do not need to work through every part in order. Start with the section that matches your experience and purpose.

1. Getting started with AI	A short introduction for teachers and mentors with little or no experience of generative AI. Use this first if you need the basics on prompting, critical use and responsible AI.
2. Working with AI-GUIDE	The practical guide. It shows how to build AI-supported reflection into an existing guidance cycle and includes ready-to-use prompts, reflection formats and teacher tools.
3. AI-GUIDE ProCoach	A digital study and career coach for students. ProCoach asks concrete questions, supports goal-setting and reflection, and helps students prepare for conversations with their human coach.

About ProCoach

ProCoach is an optional tool within AI-GUIDE, not a requirement for using the methodology. Students can use it between guidance meetings to reflect on progress, explore study or career questions and prepare next steps. The student decides what is relevant and what to bring into the next conversation with their teacher or mentor.

This is the link for ProCoach: **https://chatgpt.com/g/g-68a4da0ee944819183f869eb13ab5abc-pro-coach**

Need the full rationale? The separate AI-GUIDE Methodology explains the principles, design choices and implementation approach in more detail.