

PANDA MANUAL

**CHANGING THE
BEHAVIOUR - *NOT THE*
POWERPOINT - AT SCALE**



pandatron

PANDATRON.AI

STEPPING IN

1. Create your account



Welcome to Pandatron AI Platform

Email address

example@company.com

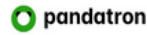
Password

I agree to the terms and privacy policy

Continue

Already have an account? [Log In](#)

2. Enter your verification code to activate your email



Verify your email

Enter the confirmation code sent to **example@company.com**.

Code

Enter confirmation code

Resend code (57)

Verify email

Wrong account? [Back to sign up](#)

You will receive the verification code via email

Verify your email address

Use the verification code below to confirm your email address.

751643

This code expires soon. If you didn't request it, you can ignore this email.

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3. Log in and access Panda



Welcome to Pandatron AI Platform

Email address

example@company.com

[Forgot password?](#)

Continue

Don't have an account? [Sign Up](#)



Hello there! 🙌

What is your biggest challenge today?

How to manage a diverse team?

What are my blindspots?

I want to contribute more

What is the first thing that comes to your mind?



Or pick an exercise to start with



Change Confidence

Work Smarter

Psychological Safety Foundations (Amy Edmondson)

All

CHATting WITH PANDA

THERE ARE TWO WAYS OF INTERACTING WITH PANDA:

- Start a conversation from the chat interface
- or
- Select an exercise on a topic of your choice from the library

Starting a conversation

Hello Panda!

Hello! I'm Panda, your AI coach on the Pandatron platform. I'm here to help you work through challenges, clarify goals, and take meaningful action.

What's on your mind today? Whether it's a specific challenge you're facing, a goal you're working toward, or something you'd like to think through, I'm here to support you.

I'm facing a work challenge I want to work on a goal I need to think through a decision

Continue the conversation...

Tip: Panda will suggest reply options based on your conversation. Choosing one will add it to your text box, so you can always edit it before sending.

I want to work on a goal

What goal would you like to work on?

I'm here to help you clarify what you want to achieve, explore what might be in the way, and identify concrete steps forward.

Exercises Recommended for You ▾

Based on our conversation, here are some exercises I recommend you checking out to address this issue.

- Change Confidence - Activating growth mindset
- Work Smarter - Focusing on the right things
- Work Smarter - Reach your goals fast

A career-related goal Improving my process or workflow A pe...

Continue the conversation...

Throughout your conversation, Panda will also suggest relevant exercises for you to choose from.

CHATTING WITH PANDA

Selecting from the Exercise Library

You can scroll down to explore our Exercise Library and jump right in a topic of your choice.

Or pick an exercise to start with

Change Confidence Leading Change Blueprint for Successful Transformations

Your AI Success Psychological Safety Foundations (Amy Edmondson)

Building Change Confidence All

Your AI Success

Understanding AI reality

Develop accurate beliefs about AI capabilities and limitations to make informed decisions about when and how to use AI tools effectively in your work.

Your AI Success

Discovering AI opportunities

Identify high-impact AI opportunities by mapping your workflow pain points and prioritizing quick wins that improve speed, quality, or capacity.

Your AI Success

The right AI tools

Select the right AI tools by defining your needs, assessing existing options, and testing 2-3 targeted solutions without decision paralysis.

Tip: Exercises are organized by thematic tracks, you can filter by clicking on their titles.

Understanding AI reality

Why you're here:

Develop accurate beliefs about AI capabilities and limitations to make informed decisions about when and how to use AI tools effectively in your work.

What we'll do (20-30 min):

- Identify what's blocking learning in your org
- Uncover where knowledge is getting lost
- Design actions to start sharing insights immediately

What you'll get:

- A clear plan to turn failures into learning
- Practical ways to break silos
- Steps to help your team learn faster — together

Ready to stop repeating the same mistakes?

Cancel Start Exercise

Clicking on a card lets you learn more about the exercise before starting - or choosing something else.

Once you've chosen, click on "Start Exercise" and start chatting!

PANDA AI COACHING SOLUTION

AI COACHING SESSIONS

We recommend that you schedule sessions in your calendar for clarity.

- ✓ Mini Session: A 5-10 minute session that takes place every morning and evening or whenever you want.
- ✓ Coaching session: A 10-30-minute purposeful session.

TIME OF THE AI COACHING SESSIONS

Please conduct sessions at the time convenient for you.

Panda is never late or busy and there's even a back-up for any downtime with the back-end.



GETTING AN INSIGHTS REPORT

Every month, we will create a qualitative report based on the coaching data. The report is shared with the project team for analysis. Of course, all the information is anonymized and confidential, and only used to see the big picture organizational patterns.

Therefore, besides just coaching, AI coaching is also a chance for you to express your concerns to the top management, safely.



SESSION SUMMARY

As you engage with Panda, the button "Summarise & Wrap Up" will unlock

That's an important distinction you're drawing – and it connects directly to why coaching feels so human.

Now let's move into the next part of our work together. You've shared that you believe AI lacks genuine emotional understanding, and that human connection is what you bring that AI cannot. That's a meaningful starting point.

To help us go deeper, I want to introduce a framework called **AI Capability Mapping**. It helps distinguish tasks AI handles well from those requiring human judgment – AI excels at pattern recognition, repetitive analysis, and content generation, but requires human judgment for novel problem-solving, ethical decisions, and relationship building that needs authentic emotional connection.

With that in mind – **when you think about your coaching work specifically, which parts do you think fall into the "AI could do this" category, even if imperfectly?**

Asking structured questions

Summarising what someone said

Suggesting frameworks or tools

Continue the conversation...



★ Summarise and wrap up



- You explored your fear that AI might replace you in your work – both in content creation and coaching conversations.
- You identified that what you bring to coaching that AI cannot replicate is genuine human connection and empathy, and you're looking for evidence to back that belief up.

We can wrap up here if you want, feel free to come back anytime!

Continue the conversation...



★ Summarise and wrap up



Once clicked, Panda will remind you of what has been discussed...

...and the summary of your latest session will always appear in the User Menu to refresh your mind for next time.

User Menu



Overall Streak

🔥 2 Weeks in a row!

You're on fire! Keep the momentum going.

Latest session insight

28 May 2025

- You discussed the challenge of balancing leadership focus when your team is overwhelmed, specifically the tension between providing support and avoiding micromanagement.
- You've developed awareness of individual stress indicators in your team members, including tendencies to retreat, physical ailments, and missed calls when they're trying to focus.
- You recognized that effective leadership requires paying attention to each team member's different coping mechanisms to determine when and how to offer support.

HOW TO GET THE MOST VALUE FROM AI COACHING



Do your session in a quiet place where you can concentrate.

Since you are talking to an AI, and it lacks the presence of a human coach, your environment can be very distracting. You will see the most value if you think carefully about Panda's questions and observe what thoughts and emotions they elicit. Therefore, please try receiving coaching in an environment where you can concentrate.

Please try to answer in detail, rather than just in one or two words



Panda AI Coach is not an AI that answers questions like ChatGPT; but instead poses questions, reflections, and exercises for you. Instead of responding reactively, try to focus on the various thoughts that arise and write them down as they come.

HOW TO GET THE MOST VALUE FROM AI COACHING

**Try not to judge
after one session**

That includes yourself.



As sessions continue, we will adjust the content and fix issues based on your feedback. For the best experience, don't judge Panda's value after the first couple sessions, but give it an earnest try at least for a month.



**Please feel free
to send us feedback to
support@pandatron.ai**



We look forward to your candid feedback. Your feedback is invaluable in helping us improve the experience!

TOOL FOR SELF-REFLECTION

Panda AI coaching is a tool for self-reflection rather than a mentor or advisor, so approach it that way to get the most value out of it. Treat it as a partner or an interactive diary that might ask you insightful questions to help you find novel ideas, clarify or commit to your goals.



MEMORY LIMITATIONS

Panda has some memory, but it is not perfect yet. AI itself adjusts to your style and you can even ask it to get to point on other days and use more descriptive language on others.

You are welcome to remind Panda about things that are relevant to you.



OPEN UP ABOUT YOUR FEELINGS

Panda may ask you about your emotions. Take this opportunity to explore this openly in an environment where there is no judgement. Opening up might be very fulfilling for you, both personally and professionally.

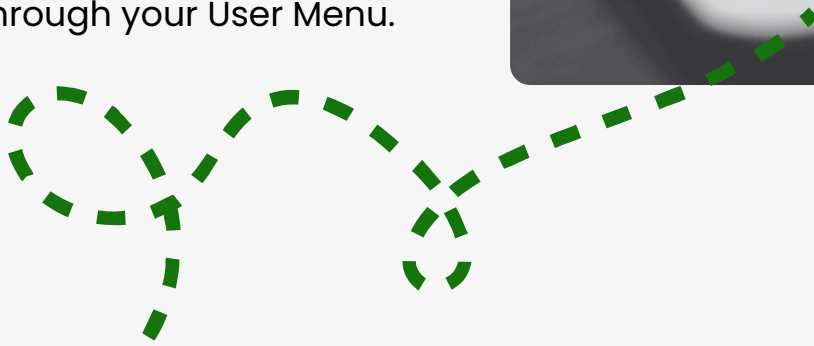


HOW TO WRITE TO THE PANDA AI COACH

Please send replies to Panda in one message rather than 2 or 3. Don't worry about the typos, usually Panda will understand you anyway.

You can also change the language, but you can simply talk in any language and Panda will turn the conversation to that language.

You can also control how Panda replies to you by trying different tones of voice by accessing the "Personalize Panda" panel through your User Menu.



SOME PAST EXPERIENCES

We will create a Teams channel where everyone can share about their experiences, goals, and ask others for help. By the way, here are some of the things our past users have said:

“ I was able to receive AI coaching more honestly than coaching with other people. It was very stimulating to have questions about emotions and coming up with creative solutions to my work challenges.

“ After my first session with the chatbot, I thought to myself that I am not getting suggestions but rather just questions. But that was the shallow first impression and those questions were in fact the keys to the problems I've been dealing with for 6 months. I found myself this week pushing towards more practical solutions and the big picture started to form. I'm very happy now because I'm coming up with a solid plan to my goal.



“ Micro-coaching was helpful in dealing with feedback I received from employees and planning next steps on what to do with it. I don't have anyone who I could discuss these things with except for my supervisor and it is not always the best option.

SOME PAST EXPERIENCES

“ Every time I discover new things about myself that I didn't know I have. It also allows me develop skills in such an engaging and enjoyable way. Each session leaves you feeling good about yourself, factor that will make you crave for more...

“ In a nutshell, it was fantastic. The session involved transforming the vision into a metaphor, and it was incredibly beneficial and valuable. It was even moving.

“ I am a little nervous because I have had personal coaching before, but not at work, but this is the first time I have had work-only coaching. What role do negative emotions play in my work? Surprisingly, this question led me to many profound discoveries and helped me resolve certain conflicts.

“ These sessions are very good to timebox thinking and reflection time. The questions are aimed to provoke thought.



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