From Zero to Hero:
Starting Your AI Journey at Home and Work

Hello!

I’m Amie.

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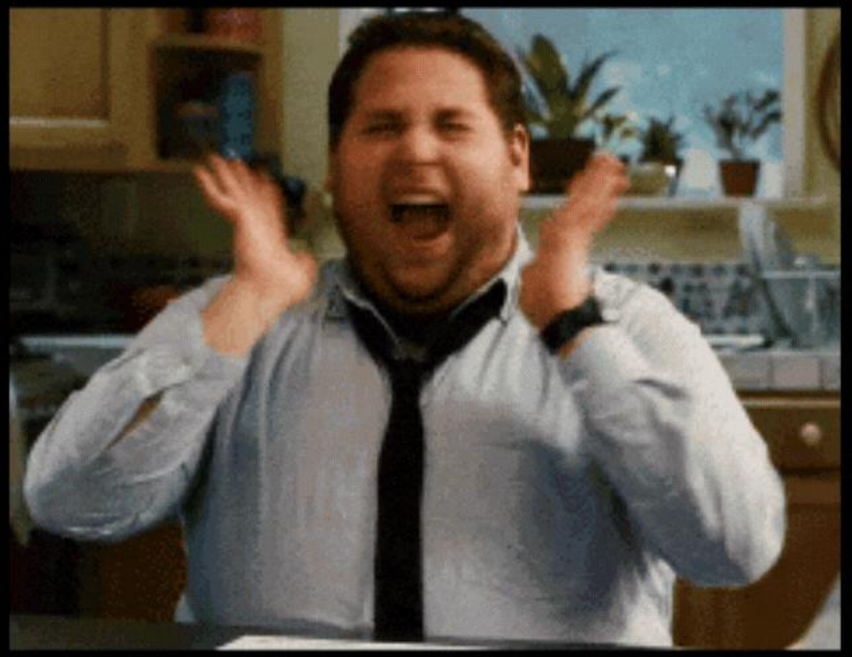


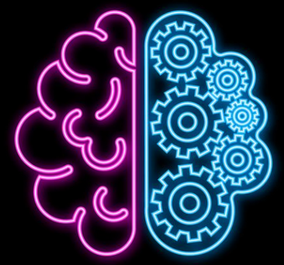
I’m NOT an AI expert. I’m just a crazy fan!

DISCLAIMER

This session will cover how YOU AS A HUMAN can use AI at home and at work.

We will not discuss AI policy ideas, AI in the classroom or AI guidance for school districts.

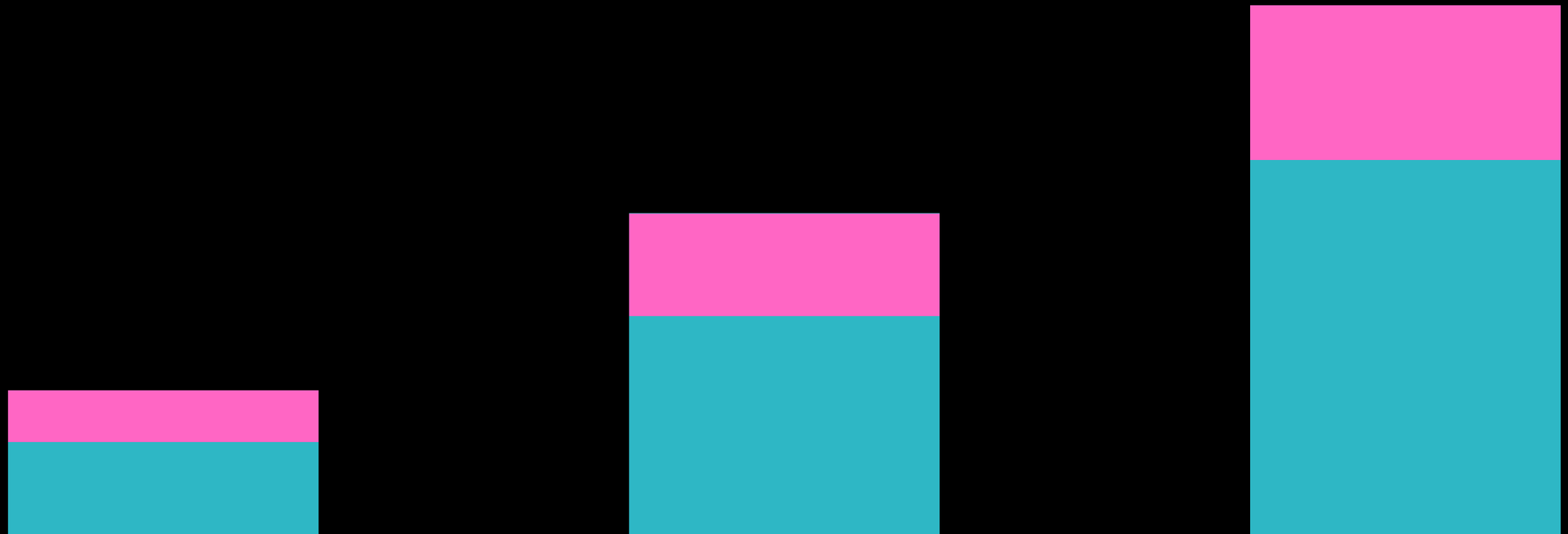
What‘s your AI IQ?



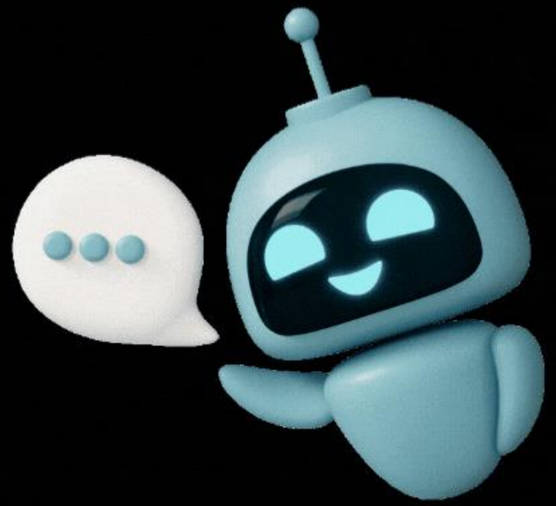
Beginner

Intermediate

Advanced



TELL ME ABOUT YOU



How was AI being used before its recent rapid surge in popularity?

AI

IBM Watson

Microsoft

Google

NETFLIX

facebook

Siri

alexa

CHATGPT, DUDE.

VIDEO CONFERENCE
PENDING IN 3SEC

Common GPT Models using AI
(Advanced Chatbots)

★ **ChatGPT** https://chatgpt.com/ (By Open AI)

★ **Copilot** https://copilot.microsoft.com/ (By Microsoft)

★ **Gemini** https://gemini.google.com/app (By Google)

★ **Claude 3** https://claude.ai/ (By Anthropic)

ChatGPT

WORK

What are some ways you can use AI at work?

Think of AI as your STRATEGIC PARTNER, your COLLEAGUE or INTERN.

The primary reason to use AI is to...

Enhance productivity and **decision-making** by **quickly accessing information, generating ideas, streamlining tasks**, and **solving problems efficiently.**

Whether for work, creativity, education, or personal use, AI helps save time, improve communication, and provide insights tailored to specific needs.

Let’s jump into ChatGPT so you can see how I use it at work.

Using AI at Work

Using AI at work can boost productivity, efficiency, and creativity.

- Saves Time – Drafts emails, generates reports, and summarizes long documents.
- Enhances Communication – Improves writing clarity, tone, and grammar for emails, presentations, and reports.
- Boosts Creativity – Provides brainstorming ideas, alternative perspectives, and content inspiration.
- Speeds Up Research – Quickly gathers information, explains complex topics, and summarizes key insights.
- Improves Decision-Making – Analyzes data, compares options, and offers structured recommendations.
- Enhances Customer Support – Drafts responses, generates FAQs
- Facilitates Learning & Training – Provides quick explanations, creates training materials, and answers industry-specific questions.

Practical Uses at Work

Administrative Efficiency

- **Drafting Emails & Memos** – Quickly generate clear, professional messages.
- **Creating Policies & Guidelines** – Assist in drafting employee handbooks, school policies, and procedures.
- **Meeting Summaries & Notes** – Summarize meetings and generate actionable follow-ups.
- **Data Analysis** – Interpret survey results and HR metrics.

Practical Uses at Work

Recruitment & HR Management

- **Job Descriptions & Postings** – Generate detailed and attractive job postings.
- **Candidate Screening** – Help create initial screening questions and assessments.
- **Interview Prep** – Develop structured interview questions based on role requirements.
- **Employee Training & Onboarding** – Create training materials and onboarding guides.

Practical Uses at Work

Communication & Engagement

Crisis Communication Drafts – Provide immediate drafts for urgent situations.
Internal Newsletters & Updates – Summarize key initiatives and updates for staff.
Parent & Community Communication – Draft letters, FAQs, and newsletters.

Other Valuable Uses

★ Convert a .mp4 video file to a GIF

- Bonus tip: You can ask ChatGPT to slow down or speed up the GIF based on the output. For example, try prompting ChatGPT to “slow down the gif by 30%”.

★ Create an expense report

- Upload or take photos of the receipts you wish to include in your expense report.
- Prompt ChatGPT: “Analyze each receipt and create an expense report based on the uploaded receipts. For each receipt, record the date, merchant, and amount, then categorize each expense”
- Verify accuracy, then request a CSV file

★ Translate anything into another language

- Translate words and sentences, and practice speaking in a different language

★ Create unique images from a text prompt

★ Get advice

★ Write code

HOME

What are some ways you use AI at home?

Ask AI Anything

- Teach me to negotiate
- Quiz me on vocabulary
- Plan a surf trip to Costa Rica
- Draft a thank-you note
- Critique my short story
- Find gentle lower back stretches
- Make this recipe vegetarian
- Explain options trading like I'm 5
- Help me pick a Halloween costume
- Suggest rainy day activities
- Help me with gift ideas for my dad
- Draft an email for a repair quote
- Troubleshoot my printer set-up
- Create a mobility training workout
- Brainstorm podcast episode ideas
- Review my argument for a debate
- Explain why popcorn pops
- Plan an itinerary for teens in New York
- Explain nostalgia to a kindergartener
- Help brainstorm interview questions
- Summarize my meeting notes
- Plan a college tour
- Suggest photo shoot locations
- Teach me Mahjong for beginners
- Draft a checklist for a dog-sitter
- Write a polite rejection email
- Generate fantasy football team names
- Explain airplane turbulence
- Write a spreadsheet formula
- Brainstorm domain names
- Help me train for a marathon
- Translate this recipe into Greek
- Rank dog breeds for a small apartment
- Help me plan a fun dinner party
- Recommend an easy potluck dish
- Help me build a budget

I asked Chat GPT...

“

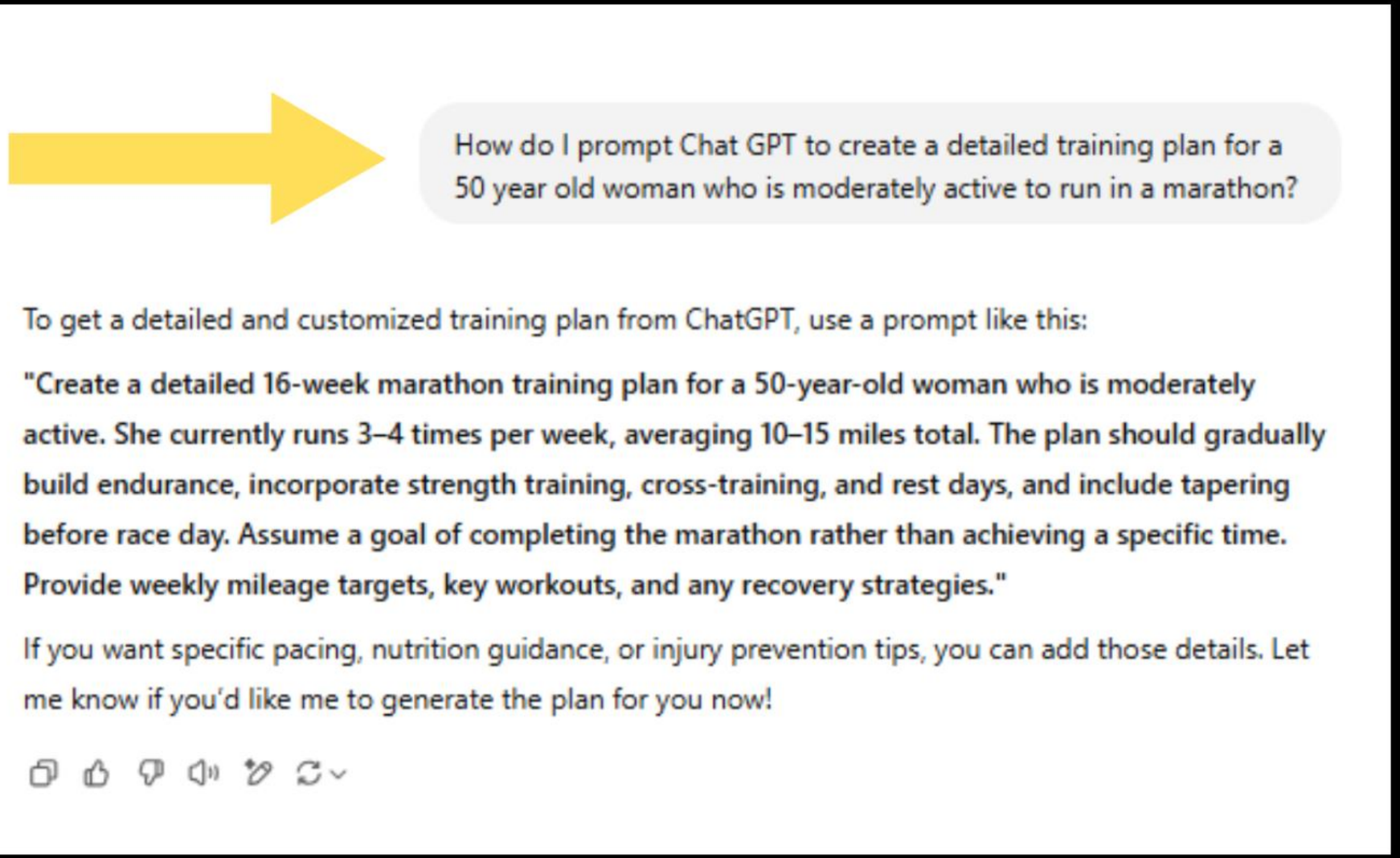
Help me train for a half marathon

Training for a half marathon involves structured preparation over several weeks. Here's a concise plan to get you started:

1. **Set a Training Schedule:**
   - Aim for 12-16 weeks of training, depending on your current fitness level.
   - Schedule 3-4 running days per week with rest or cross-training on other days.
2. **Build Endurance Gradually:**
   - Start with shorter runs (3-5 miles) and gradually increase mileage each week.
   - Incorporate a long run each week, increasing distance by 1-2 miles weekly.
3. **Include Cross-Training:**
   - Incorporate cross-training like cycling, swimming, or strength training to prevent injury and build overall fitness.
4. **Focus on Consistency:**
   - Consistency in training is key. Stick to your schedule and avoid skipping runs.
5. **Listen to Your Body:**
   - Pay attention to any pain or discomfort. Rest or adjust training as needed to avoid injury.
6. **Nutrition and Hydration:**
   - Eat a balanced diet with plenty of carbohydrates for energy and protein for muscle repair.
   - Stay hydrated throughout your training, especially on long run days.
7. **Taper Before the Race:**
   - Reduce mileage in the last 1-2 weeks before the race to allow your body to recover and be ready for race day.
8. **Race Day Strategy:**
   - Have a plan for pacing during the race based on your training runs.
   - Stay relaxed and enjoy the experience. Remember, it's a significant achievement to finish a half marathon.

https://chatgpt.com

So then I asked Chat GPT to create a better prompt to yield a more detailed response.



So then I pasted this prompt into Chat GPT and here are the results

UNLOCK THE MAGIC OF PROMPTING

Prompt Engineering: 3 Basic Techniques

Specificity, Role Playing, Iterative Prompting

1. Specificity:

The more specific you prompt the more likely you'll get a precise answer.

"Explain the basics of cryptocurrency on a 6th Grade reading level."

Prompt Engineering: 3 Basic Techniques

Specificity, Role Playing, Iterative Prompting

2. Role Playing:

Frame your prompt where you assign a role to AI.

“You are a Functional medicine practitioner with 20 years of experience using natural and holistic remedies to treat patients. Please recommend some natural ways to treat a migraine.

Prompt Engineering: 3 Basic Techniques

Specificity, Role Playing, Iterative Prompting

3. Iterative Prompting:

Sometimes the initial prompt doesn't get the response you're looking for, so you need to continue refining and tweaking you prompt to get closer to the response you are looking for.

1. ***Initial prompt:*** *"Create an employee engagement strategy for the district staff of a mid-sized school district"*
2. ***Refined prompt:*** *"Develop an employee engagement strategy for a mid-sized school district with ___ employees, including teachers, administrators, and support staff"*
3. ***Further refined prompt****: "As an HR Director, design a comprehensive employee engagement strategy for a mid-sized school district with ___ employees, focusing on improving job satisfaction, retention, and overall school climate"*

Best Practices

Effective prompts are CRITICAL to your success! If you are not getting the responses you desire, keep clarifying with more specific details. (Garbage in, garbage out.)

- Clearly define what you need
- Provide specific data and context
- Ask for more examples or explanations
- Don’t give it unnecessary details
- Use proper grammar and spelling
- Avoid using slang or jargon
- Ask one question at a time

Caution

- **Confidentiality:** Avoid entering confidential or sensitive information with chatbots that aren’t private.
- **Always verify the information AI provides**. It does hallucinate and fill in the gaps, if not given enough information. Never prompt and publish.
- **Compliance:** Ensuring compliance means adhering to copyright laws, privacy regulations, and fair use policies.

Common AI-Generated Words and Phrases to Avoid

Overused Words

Leverage
Journey
Resonate
Testament
Seamless
Multifaceted
Landscape
Paramount
Comprehensive
Complex and nuanced
Superfluous
Unleash
Myriad
Unwavering
Bustling
In conclusion
Indeed
Indelible
Elevate
Realm
Delve
Enrich
Explore
Foster
Exemplify
Tapestry
Imagery

Phrases to Avoid

"In the realm of"
"Navigate the landscape"
"Showcasing"
"Underscores the importance"
"Pivotal role"
"Revolutionize"
"Intriguing"
"Tapestry of"
"In this article, we'll explore..."
"Left an indelible mark"

Writing Patterns to Be Cautious Of

Overly formal or rigid tone
Excessive use of buzzwords and jargon
Perfect grammar without any intentional breaks
Lack of personal anecdotes or specific examples
Repetitive sentence structure
Generic responses without nuanced opinions
Overuse of metaphors

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