**Guide to Talking to AI as an Expert**

I think you are here because you want to use ChatGPT and Gemini effectively. This workshop is meant for professionals and new graduates who want to improve their communication with AI.

**Outcomes**

By the end of this session, you will be capable of:

* Discover why some prompts are successful but others fall short when trying AI.
* Make sure prompts are clear and helpful, so you get good answers and not frustration.
* Gain better outcomes by relying on advanced techniques such as few-shot prompting.

**Plans for Spending Our Time**

Here’s the agenda for the 2-hour session:

**Begin with a Warm-Up Session (15 min)**

* A quick introduction: Which industries use AI at work now? No problem if you haven’t (yet)!
* Actual incidents that show good and bad uses of AI

**The Fundamentals (20 min)**

* How do you determine a good prompt? (Tip: Presenting the project is similar to giving clear directions to a fresh intern).
* Typical errors made by most people (and how to avoid them)

**Watch How It Works with a Few Examples (15 min)**

* I will give you actual examples of:
  + A bad starting point → no real outcome
  + We are so happy with the prompt you made.
* We’ll work on refining prompts so we achieve better outcomes

**It’s Your Turn to Respond (40 min)**

* Step 1: Rewrite these negative prompts to make them much better (you’ll get a laugh out of how silly some of them are).
* Try teaching the AI by showing it examples, much like helping a new employee learn (Exercise 2).
* Work on solving actual work challenges (drafting emails, making report summaries, etc.).

**Promote Group Communication (20 min)**

* Show your most witty or entertaining prompts.
* Solve problems as a team.
* Grab the best ideas and secrets from each person.

**Finish (10 min)**

* Key takeaways
* More resources for education
* Questions answered by the text

**Key Discussion Topics**

* Using this style makes instructions very clear.
* Article goal: The lesson behind choosing "write something about marketing"
* Teaching AI by Example: For instance, how you would show someone the steps to do something
* Next Steps: What to do after the AI responds with almost all of your demands
* Helping and Appropriate AI Answers: Avoiding problems with AI
* Stories, diagrams and games will be important tools in this course.
* ChatGPT and Gemini have excellent free editions, for all your needs.

**Working Out Practice Problems (The Engaging Phase!)**

**1. Prompt Makeover**

* Work on fixing these weak prompts and adding more force to them:
  + Before: "Please describe social media for me"
  + After that: "Outline some effective Instagram posts for an online coffee shop, using a few captions as illustrations"

**2. Show-and-Tell Prompting**

* Show the AI different examples of what you want it to learn.
  + Demonstrate by saying: "How do you say 'Good morning' in Spanish? → 'Buenos días'"
  + Demonstrate: "Good night means 'Buenas noches' in Spanish"
  + Consider saying: "Good afternoon."

**3. Working Through Challenging Problems**

* Select one and work on it to get a solution.
  + Kindly remind a colleague about not meeting the deadline with a firm email.
  + Organize these comments about customers into just 3 core improvements you should make.

**Real-World Examples**

* A poor way to word it would be: "Make a job description"
  + Make a job description for a junior graphic designer who will work at a startup. List 5 main duties, 3 important skills and try to make the job description fun and exciting.
* Too vague: “Help me with the presentation”
  + Good: "Create 5 good opening slides for a 10-minute sales pitch to people interested in funding our company producing eco-friendly packaging."