

# How to Use AI Correctly

A Practical Guide for Leo Members



**Leo Club of Uva Wellassa University**

# How to Use AI Correctly

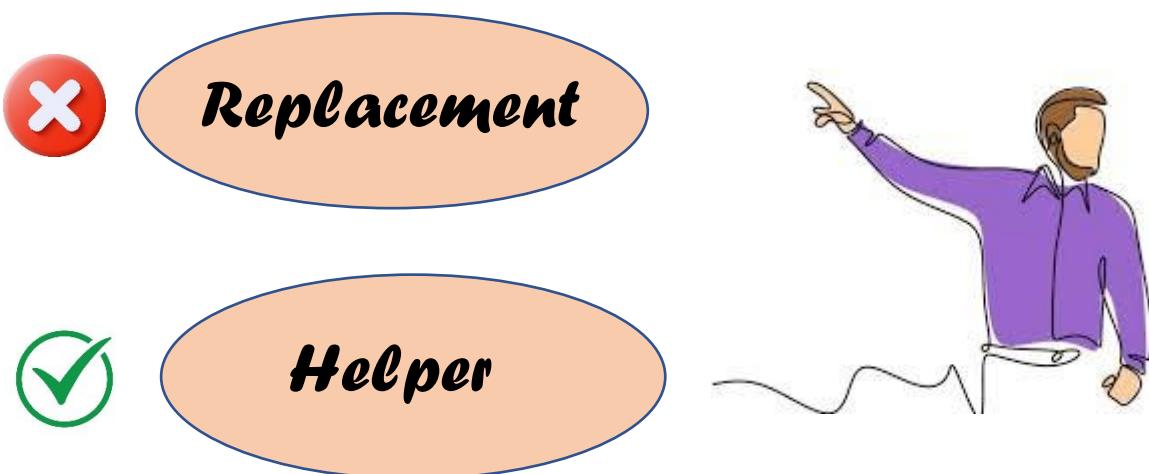
Artificial Intelligence (AI) is one of the most powerful tools available today, transforming the way we create, communicate, and solve problems. When used wisely, AI can help save time, spark creativity, and make work more efficient. However, it also comes with limitations and responsibilities. This module provides a detailed understanding of how to use AI effectively, responsibly, and ethically.

## Introduction

### AI as a Helper, not a Replacement

The module emphasizes that AI should be treated as an assistant rather than a substitute for human creativity and leadership. Tutorials explain that while AI can speed up tasks such as generating ideas, drafting content, or providing design suggestions, it cannot replace human judgment, cultural sensitivity, or emotional intelligence.

- ✓ Members are trained to use AI as a support tool.
- ✓ They are reminded that final outputs should always be reviewed and personalized.



## Where AI is Useful

AI can serve as a supportive companion in many areas. It's important to see it as an *assistant* rather than a replacement.



### a) Content Drafting

AI tools can help generate:

- Drafts for event invitations or newsletters.
- Speech outlines for meetings and ceremonies.
- Social media posts with creative hooks.

**Example:** If the club is hosting a blood donation campaign, AI can suggest a caption like





### b) Design Assistance

AI-powered design platforms (like Canva's AI tools or Figma plugins) can:

- Suggest templates tailored to your project theme.
- Provide color palette recommendations (e.g., red for energy, blue for trust).
- Align images, text, and shapes automatically to maintain balance.

**Example:** Instead of manually selecting colors for a leadership workshop flyer, AI can instantly suggest 3–5 color themes that match the tone (professional, inspiring, youthful).

### c) Research Aid

AI can act as a quick “summary generator.”

- It condenses large articles into bullet points.
- Suggests references for project proposals.
- Helps brainstorm new community project ideas.



But remember: AI doesn't always provide accurate references double-check before using them.

### d) Chatbots and FAQs

Chatbots powered by AI can instantly answer common questions:

- “Who is the current president?”
- “How can I join?”
- “When is the next session?”

This reduces workload for admins and makes information available 24/7.

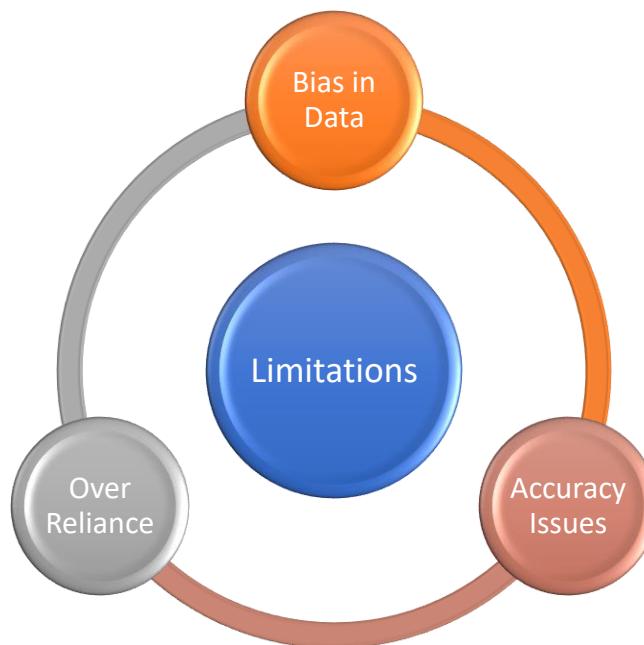
### e) Creative Support

Sometimes, we face “idea blocks.” AI can:

- Suggest catchy slogans for campaigns.
- Provide alternative event names.
- Offer motivational quotes tailored for youth leadership.

## Limitations of AI

AI has strengths but also weaknesses. If not used carefully, it may cause problems.



### a) Accuracy Issues

- AI sometimes generates “**hallucinations**” completely made-up facts.
- It might give outdated or irrelevant data.

**Example:** If you ask AI about the current Leo president, it may give an old name unless you train it with updated data.

### b) Bias in Data

Since AI is trained on large datasets, it may reflect existing biases. This means results might unintentionally favor or exclude certain perspectives.

### c) Over-Reliance

Using AI for everything can reduce original creativity. Members should not depend on AI to think for them only to assist.

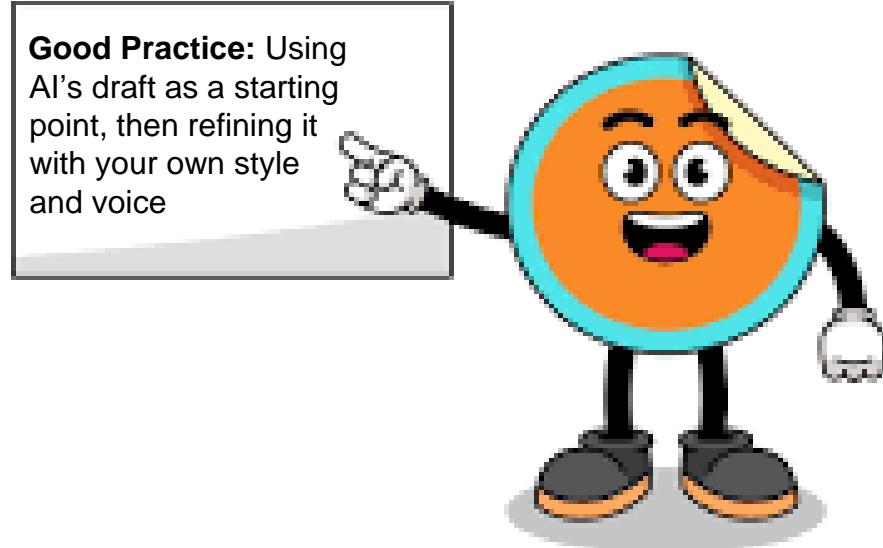
## Ethical Use of AI

Correct use of AI is not only about efficiency but also responsibility.

### a) Avoiding Plagiarism

- Don't copy-paste AI outputs directly.
- Always reframe ideas in your own words.

**Bad Practice:** Publishing an AI-written project description word-for-word.



### b) Crediting Sources

If AI provides ideas based on published research or data, always credit the original authors.

### c) Respecting Copyright

AI-generated images may resemble existing copyrighted designs. Always check licensing rules before using them on official flyers or merchandise.

## AI in Club Operations

AI can be applied practically to support club growth and member engagement:

- **Chatbots:** Handle FAQs and guide new members.
- **Flyer Design:** Suggest layouts, fonts, and colors.
- **Social Media:** Provide caption ideas and trending hashtags.
- **Project Reports:** Draft project write-ups faster.
- **Event Management:** Generate task checklists and schedules.



# Balancing AI and Human Effort

AI is a **tool, not a leader**. Members should:

- Use AI to save time on repetitive tasks.
- Spend more energy on personal creativity, leadership, and decision-making.
- Remember: Authenticity comes from *humans*, not machines.

## Tips for Using AI Effectively

### a) Writing Clear Prompts



- Weak Prompt: "*Write about a donation.*"
- Strong Prompt: "*Write a 100-word motivational description for a university blood donation event targeting first-year students.*"

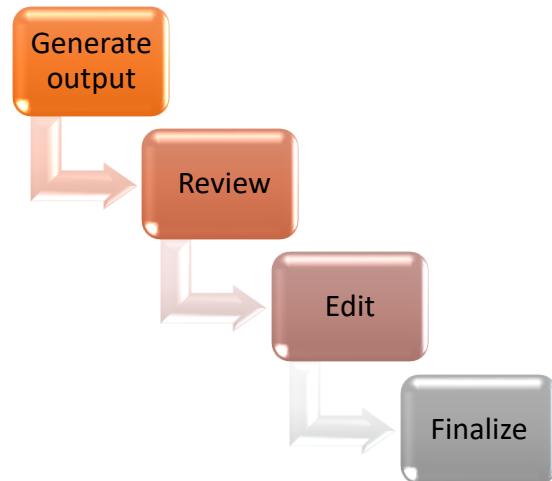
### b) Review Multiple Outputs

Ask AI for 3–5 versions and pick the best. Never rely on the first output.

### c) Add Human Creativity

Always inject personal experiences, local context, and real examples. AI cannot replicate the authenticity of lived experiences.

#### d) Use Iterative Approach



**Tadaa! Now you know how to use AI correctly. AI is powerful when combined with your creativity, leadership, and judgment.**



Always remember:

- Use AI as an assistant, not a replacement.
- Double-check facts to avoid mistakes.
- Respect ethics and originality.
- Add your unique human touch.

By following these principles, you can harness AI to become more productive, innovative, and responsible without losing the human spirit of service and leadership